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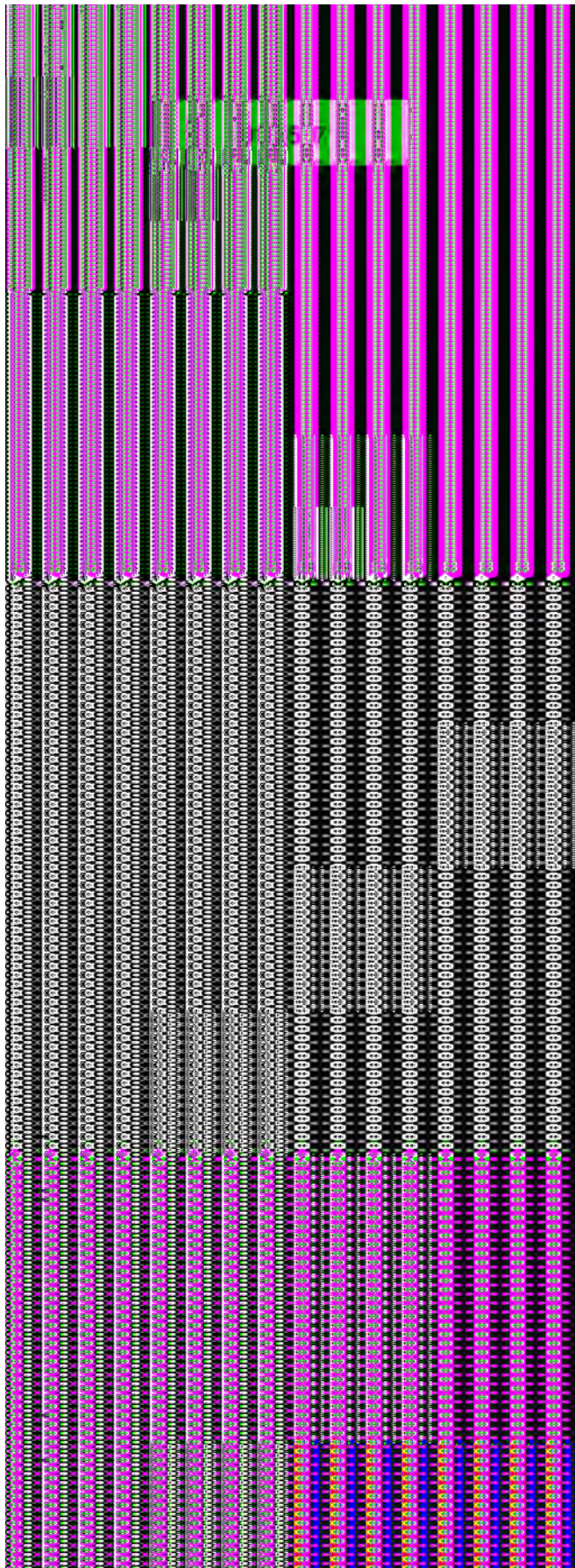
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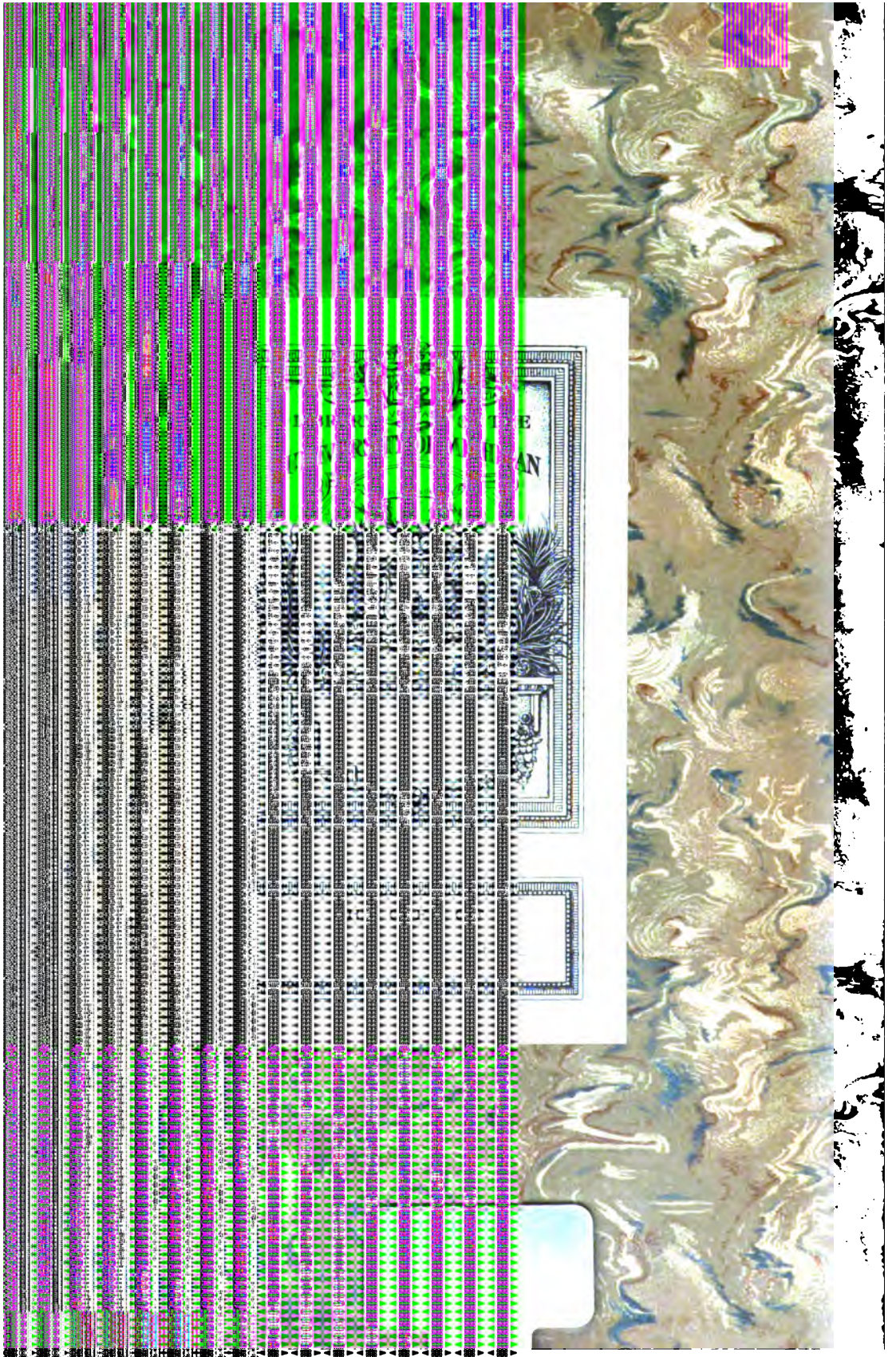
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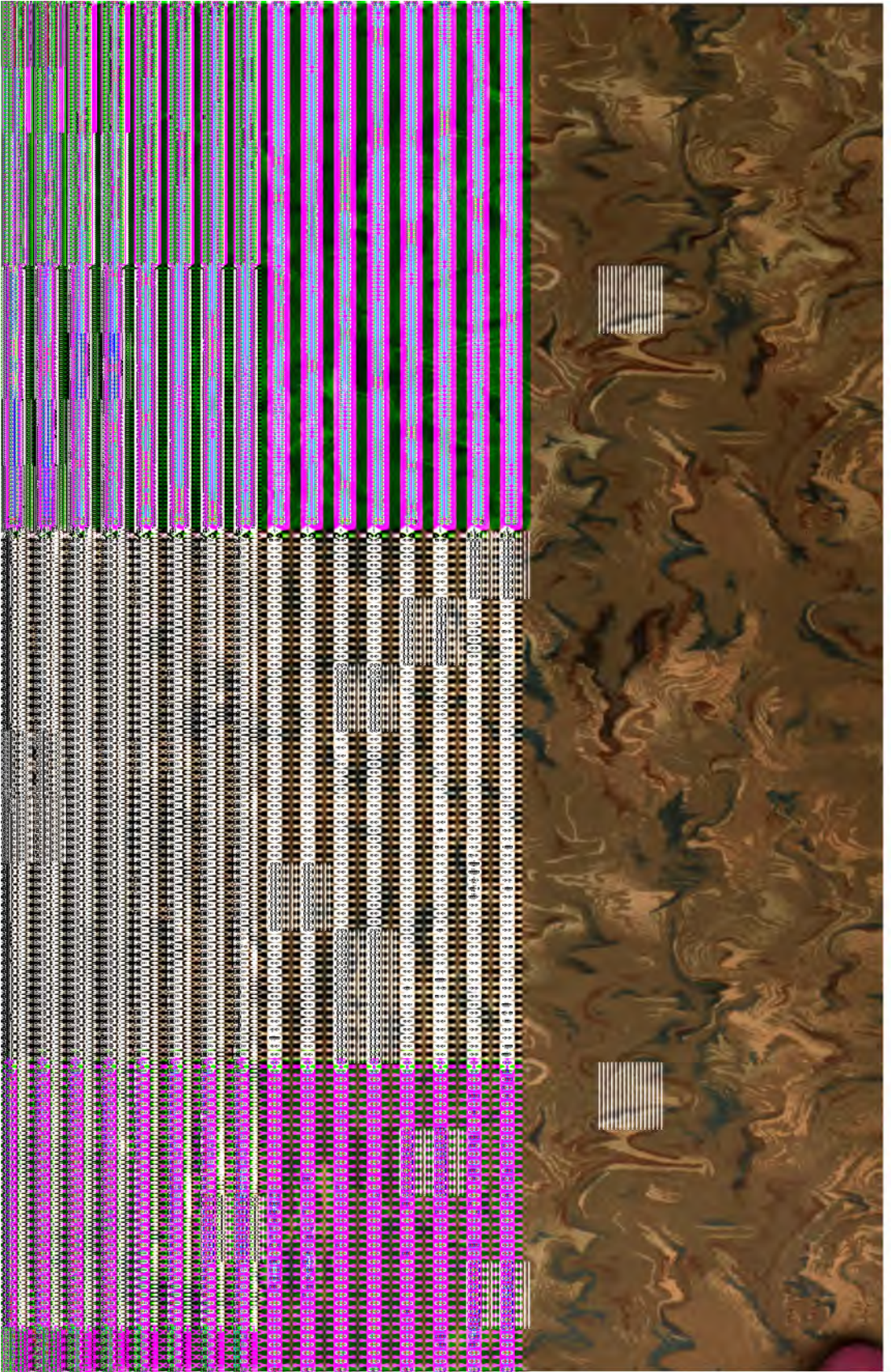
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# **GOVERNMENT OF THE STATE OF NEW YORK**

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## **A Description of Its Organization and Functions**

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**Prepared for**  
**The New York State Constitutional Convention Commission**  
**BY THE**  
**New York State Department of Efficiency and Economy**  
**AND**  
**New York Bureau of Municipal Research**  
**January 1, 1915**

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**The New York State  
Constitutional Convention Commission  
1915**





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1918

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**TO THE**  
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**Constitutional Convention**  
**Commission**

(Established by Laws of 1914, Chapter 261, to collect, compile  
and print information and data for the Constitutional  
Convention of 1915)

---

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# STATE OF NEW YORK

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No. 24

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## IN ASSEMBLY

JANUARY 21, 1915

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### ORGANIZATION AND FUNCTIONS OF GOVERNMENT

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ALBANY, N. Y., *January 21, 1915*

HON. EDWARD SCHOENECK,

*President of the Senate,*

HON. THADDEUS E. SWEET,

*Speaker of the Assembly,*

*To the Legislature of the State of New York:*

Herewith is transmitted a report of the Department of Efficiency and Economy upon the organization of the Government of the State of New York, prepared for the information of the Constitutional Convention, pursuant to authority contained in Chapter 280 of the Laws of 1913. It contains a description of the functions, organization and activities of all the State departments, institutions, commissions, boards and offices of the State, and also the duties of every officer and employee thereof.

Very respectfully yours

JOHN H. DELANEY

*Commissioner of Efficiency and Economy*



## INTRODUCTION

This work, which was prepared for the information of the Constitutional Convention to be held in April, 1915, contains a description, in text and tables and graphic charts, of the Government of the State of New York, under the following headings:

- (a.) Functions.
- (b.) Organization.
- (c.) Activities.
- (d.) Number of Employees.
- (e.) Salary Cost.

The function or purpose of each division of the government is explained and defined.

The organization in its various units, such as departments, bureaus or divisions, is outlined, not only in text form but also in charts.

The activities, or duties, of every individual officer and employee are described.

The number of positions, the civil service titles and grades and the salaries thereof are given.

This is the first complete description of a state government that has ever been prepared.

It shows that the Government of the State of New York comprehends one hundred and sixty-nine departments, bureaus, boards, institutions, commissions and offices and that they supervise or regulate practically everything there is in the State.

Many of these one hundred and sixty-nine agencies of government have been created since the last Constitutional Convention, in 1894. In addition, the powers possessed by the agencies then in existence have been enlarged and increased during the twenty year period. In numerous instances, conflicts of jurisdiction have resulted and it has been realized within the past few years that simplification and concentration are necessary.

The entire structure of the State government, as it now exists, may be said to have grown from year to year rather than to have been builded according to any studied plan of scientific or economic needs. As a result, duplications and inconsistencies are found in many branches of the government.

For example, there are six commissions, forty boards and four other departments exercising supervisory functions over State institutions for defectives, delinquents and dependents. Frequent conflicts between these bodies occur, and in many matters the extent of overlapping jurisdiction is not understood, even by the persons most concerned. This leads inevitably to confusion and delay in the administration of institutions, and frequently results in the waste of State funds.

The names and titles of departments and officers frequently give no indi-

cation of their functions, owing to the manifold activities required of some and the limited activity allowed others.

The Superintendent of Public Works performs only one function, the operation of the canals after they have been constructed by the State Engineer. The construction and supervision of other public works, such as highways, public grounds and buildings and monuments are vested in other officials.

The Superintendent of Public Buildings is the janitor of the State Capitol. Other large public buildings are under the supervision of other officials.

The assessment, collection and audit of taxes are conducted by one officer, the State Comptroller. In addition, taxes are collected by the Insurance Department, the Secretary of State, the Excise Department and the Tax Commission.

There is a Conservation Department, created to conserve the public resources of the State. In addition there are some two score of parks, reservations, historical buildings and monuments under the jurisdiction and control of as many park commissions and associations.

The State Education Department administers appropriations for the care of the blind, deaf and dumb in certain institutions. The Fiscal Supervisor and the State Board of Charities supervise the care of the blind, the crippled and the feeble minded and delinquent. The Hospital Commission supervises to some degree the care of defectives as well as of the insane.

The Department of Health, the Department of Labor and the Department of Agriculture inspect and regulate the manufacture, preparation and sale of food products. One department inspects meat, another milk, and a third bake-shops and restaurants. All three may conduct inspections and issue orders at once or separately.

State inspectors follow close upon one another throughout all business and industries, the inspection districts of all departments overlapping. The manufacturer or business man is visited successively by inspectors from the Department of Labor, the Department of Health, the Fire Marshal, and, in some instances, the Department of Agriculture. Inspectors from the Workmen's Compensation Commission follow, if accidents occur. In addition to these, the inspectors of the Public Service Commission may call, while in other lines, the Conservation Department sends inspectors.

Hotels, for example, are subject to inspection by the following departments:

1. Department of Labor.
2. Department of Health.
3. Department of Agriculture.
4. Fire Marshal.
5. Workmen's Compensation Commission.
6. Public Service Commission.
7. Department of Excise.
8. Conservation Department.
9. Department of Weights and Measures.



Every detail of hotel management is subject to inspection by some State department.

Some of the subjects under supervision by these nine State departments are:

**FOOD AND BEVERAGES.**— Department of Health, Department of Agriculture, Department of Labor, Department of Excise, Department of Weights and Measures, Conservation Department.

**SAFETY APPLIANCES.**— Department of Labor, Fire Marshal, Workmen's Compensation Commission.

**SANITARY CONDITIONS.**— Department of Health, Department of Labor.

**BUILDING CONSTRUCTION.**— Department of Labor, Fire Marshal, Workmen's Compensation Commission.

**FIRE PREVENTION.**— Department of Labor, Fire Marshal.

**TELEPHONES, ELECTRIC AND GAS METERS, RATES, ETC.**— Public Service Commission.

**HOURS OF BUSINESS AND LABOR.**— Department of Labor, Department of Excise.

**INSPECTION OF SHEETS AND TOWELS.**— Department of Health.

There are two separate schools of forestry, conducted without co-ordination.

There are nine secondary schools of agriculture, in no way related to one another.

There are two schools for veterinary education competing against one another for appropriations and development.

These thirteen institutions conduct extension work, and the Department of Agriculture also maintains a costly extension service composed of lecturers who travel about the State. The Education Department also conducts extension service with lecturers, and so does the Department of Health.

The State expends annually many millions of dollars for supplies, materials and equipment. The three great departments of institutional work, charitable, penal and curative, expend \$3,000,000 a year for provisions alone. These three departments do not purchase in similar ways, nor through a central agency, nor according to uniform specifications for the same kind of provisions or clothing or other supplies.

Each of the departments, boards, bureaus and commissions purchases independently.

The Health Department maintains a laboratory for testing water and food supplies.

The Agricultural Department maintains a laboratory for testing milk, cheese and butter.

The Hospital Commission maintains a laboratory for testing food, coal and other supplies.

The Highway Department maintains a laboratory for testing road materials and supplies, including rock and broken stone.

## INTRODUCTION

The Education Department maintains a laboratory for testing stones and geological formations.

Not only is there absence of co-ordination between the work of these laboratories, but no facilities are provided for testing a large amount of supplies and materials purchased by other departments of the State.

There are one hundred and eight boards and commissions constituted in many different ways. A number of them were created for similar purposes and a number perform functions for which there already existed at the time of their creation fully organized departments of the government. Some are elected by the Legislature, some appointed by the Governor, some are of ex-officio membership, some are paid, others are not paid.

Before any complete reorganization can be effected it is obvious that accurate and comprehensive knowledge of existing conditions must be obtained. That is the object of this work.

The lack of centralized responsibility for functions that are related is made very plain in the charts and text. The duplication of functions and activities can be readily traced.

In preparing this description of the Government of the State of New York, the Department of Efficiency and Economy has performed one of its functions under the general provisions of Chapter 280 of the Laws of 1913, which created the Department, as follows:

Section 3. The commissioner of efficiency and economy shall make a careful and thorough study of each office, institution and department maintained by the state and shall from time to time make recommendations to the governor and to the officer, board or commission in charge of said office, institution or department touching the efficiency and economy of the work, business and service therein. He is hereby empowered, and it shall be his duty to examine the accounts, and the methods of business, accounting and administration of the several offices, institutions and departments supported by the state, for the conduct and maintenance of which any appropriation of moneys is made by law, and for the purpose of such examination, he shall have the power, and he is hereby authorized to subpoena witnesses and compel their attendance before him and to subpoena and compel the production before him of books, papers, accounts and documents of every kind, and to administer oaths to all persons subpoenaed or appearing as witnesses before him and to examine, take the testimony of and require answers from all such persons upon all subjects pertinent to any examination being conducted by him. He shall have the power and he is hereby authorized to require the several officers, institutions and departments of the state to furnish to him, upon forms prescribed by him, all such detailed information touching the business, accounts, affairs and administration of such officers, institutions and departments of the state to furnish such information in such form to the said commissioner of efficiency and economy.

The policy of the Department of Efficiency and Economy has been to secure the services of experts, from time to time, for critical and constructive suggestions on the subjects under investigation. In addition to the service of its regular Advisory Board, the Department decided to invite the co-operation of experts on the science of governmental organization in the preparation of this volume. In pursuance of this policy an invitation was extended to the New York Bureau of Municipal Research which has investigated and studied the governmental organization of cities and has suggested many improvements in the administration of the cities of New York, Philadelphia, Pittsburg, Los Angeles, Toronto, Memphis, Cincinnati, Dayton, and fifty other cities and counties.

The response to the invitation was generous. The Bureau detached men from important work in many cities and organized a staff of twenty to assist in compiling and editing the data collected regarding the organization and work of the various departments, institutions and commissions. These men and the staff of the Department of Efficiency and Economy were merged into one staff in the preparation of this report. The Bureau gave its services without cost to the State and its assistance was very valuable to this Department. The Bureau of Municipal Research deserves unstinted praise for its share in the work.

The Constitutional Convention Commission, appointed in 1914 to furnish information for the use of the Constitutional Convention, has requested that a copy of this report be supplied to each delegate.

JOHN H. DELANEY

*Commissioner of Efficiency and Economy*

1. The first part of the document is a list of names and titles.

## KEY TO THE REPORT

That the report may be readily understood, this explanatory statement is submitted as a key or guide for the reader.

### ORGANIZATION

#### *How the Data was Obtained*

To insure uniformity of method in describing the organization of the various branches of the State government, standard blank forms were prepared and transmitted, together with complete instructions and sample sheets, to each department and other division thereof. Representatives from the State Department of Efficiency and Economy and the New York Bureau of Municipal Research were then assigned to assist the department officials in preparing and assembling the data. A special effort was made to ascertain for each main organization unit not only the number of sub-organization units, but also the inter-relation of these units; in other words, to determine the existing lines of authority and responsibility within each department, board, office or commission.

#### *How to Read the Charts*

In charting the organization of the several departments, boards, offices and commissions, a square or rectangle has been used to indicate each separate organization unit. With few exceptions each square or rectangle is divided into three parts, as follows: the first or uppermost part, which contains the name of the organization unit, i. e. department, board, commission, bureau, division or other title; the second or middle part, which contains an epitomized statement of the personnel of that particular part of the organization, i. e. the title of the person in charge thereof and his rate of compensation, together with the total number of other employees and their total compensation; the third, or lowest part, which contains a brief statement of the functions or activities of that branch of the organization.

Many of the subordinate organization units of the departments, boards, commissions, etc., are known by definite names, such as "Bureau," "Division" or "Sections." There are many others, however, for which no definite names have ever been determined. In a few of these cases it has seemed advisable to insert in the charts formal organization titles, but for the most part simply the names of the functions have been used.

It should be noted that the sizes of the various squares and rectangles do not indicate the relative importance of the organization units, since the size of the squares or rectangles was determined largely by the amount of descriptive matter to be included.

The co-ordinate or subordinate relation of any particular organization unit is indicated in the charts by the relative position of the squares representing such units and by the direction of the connecting lines. The dotted lines used in some of the charts indicate partial authority, responsibility or relationship as compared with the direct and authoritative relationship shown by the unbroken lines.

In order that the chart may be best understood, the reader should begin at the top of the chart and read down.

#### *Number and Compensation of Employees*

The number of State employees and their compensation, as set forth in both the charts and the descriptive text of this report, relate (except as otherwise noted) to the conditions existing in November, 1914. An effort was made to obtain a photographic reproduction of the entire State government as of a particular day, but it was found necessary to have the picture comprehend the period of a month. In some departments the November month-end payrolls were used as a basis, while in others the payrolls of the middle of the month were used. Recognized positions vacant in November, but ordinarily filled, and for which there were existing appropriations, were included in the descriptive matter and the charts.

The salaries shown represent the rate for November extended to an annual basis. Owing to peculiar conditions existing in certain departments it seemed more practicable to show the actual expenditures for the twelve months instead of an estimated annual amount based on the November payroll. This is also true with respect to those employees paid at a per diem rate. Where the amounts shown represent other than the annual basis computed on the November rate, an explanatory note has been appended.

The grouping of employees and amounts of compensation set forth in the squares on the charts will be found to correspond with the respective group arrangement of the descriptive text following the charts. The charts show totals only, but a detailed analysis of each total may be found by referring to the related text matter.

The number of employees and their compensation shown in the several squares of any particular chart is not cumulative when reading from the bottom of the chart to the top. In this respect each square is independent of the others. For example, the uppermost or controlling square on each chart represents only the general administrative or undistributable portion of the organization and nothing else. A summary statement showing the total number of employees and the amount of compensation of a particular department, board, commission, etc., will be found in the first sheet of the descriptive text and also in the general summary on page xxv. The former is grouped according to the main organization units existing in each department, board, commission, etc., while the latter is shown only in total.

#### *Civil Service Titles*

An attempt has been made to include in the descriptive text not only the title of each employee, but also the grade as defined by the thirty-first report of the Civil Service Commission, as transmitted to the Legislature, March 24, 1914.

## KEY TO THE REPORT

xv

### FUNCTIONS AND ACTIVITIES

#### *Main Functional Grouping*

The government of the State of New York comprehends approximately one hundred and seventy separate organization units — departments, boards, commissions, etc. (See page xxv.) The lack of centralization of responsibility for related functions has made difficult the preparation of this report in such form as to make clear to the reader their logical relations and yet retain the picture of the existing lack of centralization and co-ordination.

To facilitate an understanding of the situation, all of the departments, boards, commissions, etc., have been arranged in twelve main functional groups, as follows:

- Legislative
- Executive
- Administrative
- Judicial
- Regulative
- Defensive
- Agricultural
- Educational
- Care of Delinquents, Defectives and Dependents
- Public Works
- Conservation and Custodianship
- Celebrative and Commemorative

This functional grouping is in fact a revision of that set forth in recent reports of the State Comptroller. For example, the Banking Department and Insurance Department are shown in the Comptroller's reports in a group entitled "General." In this report, however, they are included in the "Regulative" group. The Comptroller's reports contain no "Public Works" group, but for better understanding of the public works functions of the State such a group has been incorporated in this report. Furthermore, the Comptroller's reports contain separate groupings of "Penal," "Curative" and "Charitable" functions, whereas in this report all of the departments, boards, commissions and institutions of that character are included in a group entitled "Care of Delinquents, Defectives, and Dependents." There is such overlapping and inter-relation of authority and responsibility among these three activities that the existing conditions can be best understood by including them all in a single functional group. Similarly the group shown as "Protective" in the Comptroller's reports has been divided in this report into "Conservation and Custodianship" and "Celebrative and Commemorative."

The twelve functional groups are included on the "key chart" at the beginning of this report, which itself shows the lack of centralization of responsibility and co-ordination of functions with the elective offices. A supporting key chart has also been prepared for each of the functional groups (Charts A to L inclusive) which sets forth the names of the departments, boards, commissions, etc., included



in each group. As distinguished from all the other charts of this report the lines connecting the individual squares of these functional key charts with the central squares do not indicate authority or responsibility.

*Appointive Power*

The names of the officials or bodies vested with appointive power over the various boards, commissions and other departmental heads is shown not only in the functional key charts (Charts A to L inclusive) but also in the descriptive matter relating to them.

*Digest of Activities of Personnel*

The functions of each organization unit and also the duties or activities of each employee is shown in the descriptive matter. The statements regarding functions and activities are based upon the reports of the respective departments, boards, etc., as returned on the blank forms which were submitted to them for that purpose. Their correctness and completeness has not been verified. It is believed, however, that the statement of duties as published in the report may be relied upon as indicative in general of the kinds of work performed.

*Ex-Officio Memberships*

The boards, commissions, etc., of which department heads are members ex-officio are shown according to the information set forth in the "Legislative Manual" for 1914 and the "Red Book" for 1914.

## TABLE OF CONTENTS

Chart code	TABLE OF CONTENTS	Page
A.....	LEGISLATIVE FUNCTIONS.....	1
AA.....	Legislature.....	3
AA <sub>1</sub> .....	Senate.....	5
AA <sub>2</sub> .....	Assembly.....	9
AB.....	<i>Legislative Boards and Commissions</i>	
	Board of Statutory Consolidation.....	15
	Board of Estimate.....	15
	Commissioner to Index Session Laws.....	16
	Commission for the Promotion of Uniformity of Legislation in the United States.....	16
	Constitutional Convention Commission.....	17
	Commission to revise and Codify Tax Law.....	17
	Commission to Investigate Port Conditions and Pier Extensions in New York Harbor.....	18
	Commission on Federal Legislation for the Alien Insane.....	18
	Commission to Investigate Housing in Cities of the Second Class.....	19
	New York Bridge and Tunnel Commission.....	19
AB <sub>1</sub> .....	New York State Factory Investigating Commission.....	21
	EXECUTIVE FUNCTIONS.....	23
B.....	Executive Department.....	25
C.....	ADMINISTRATIVE FUNCTIONS.....	29
CA.....	Secretary of State.....	31
CB.....	State Comptroller.....	45
	State Printing Board.....	58
CC.....	State Treasurer.....	61
CD.....	Department of Attorney-General.....	63
CE.....	State Civil Service Commission.....	71
CF.....	Department of Efficiency and Economy.....	75

Chart code	TABLE OF CONTENTS	Page
D.....	JUDICIAL FUNCTIONS.....	85
DA.....	Court of Appeals.....	87
DB.....	Supreme Court (exclusive of Appellate Division).....	89
DC.....	Appellate Division (Supreme Court).....	92
DD.....	<i>Court Reporters and Board of Claims</i>	
	State Reporter.....	95
	Supreme Court Reporter.....	95
	Miscellaneous Reporter.....	97
	Board of Claims, State of New York.....	97
E.....	REGULATIVE FUNCTIONS.....	99
EA.....	Banking Department.....	101
EB.....	Insurance Department.....	109
EC.....	Department of Excise.....	125
ED.....	State Department of Health.....	133
EE.....	Health Officer of the Port of New York.....	144
EF.....	Public Service Commission — 1st District.....	153
EF <sub>1</sub> .....	Engineering Department.....	169
EF <sub>2</sub> .....	First Division.....	173
EF <sub>3</sub> .....	Second Division.....	176
EF <sub>4</sub> .....	Third Division.....	182
EF <sub>5</sub> .....	Sixth Division.....	187
EF <sub>6</sub> .....	Seventh Division.....	190
EF <sub>7</sub> .....	Sewer Division.....	195
EF <sub>8</sub> .....	Material Inspection Division.....	197
EF <sub>9</sub> .....	Subdivisions One and Two.....	205
EF <sub>10</sub> .....	Subdivisions Three and Four.....	207
EF <sub>11</sub> .....	Subdivisions Five, Six and Seven.....	210
EG.....	Public Service Commission — 2d District.....	215
EH.....	Department of Labor.....	229
EI.....	Department of State Fire Marshal.....	249
	State Board of Canvassers.....	252
	Voting Machine Commission.....	252
EJ.....	State Superintendents of Elections.....	253
EK.....	Board of Tax Commissioners.....	263
EL.....	State Workmen's Compensation Commission.....	269
EM.....	Institute for the Study of Malignant Diseases.....	279

# TABLE OF CONTENTS

xix

Chart code	TABLE OF CONTENTS	Page
	<b>REGULATIVE FUNCTIONS—Continued</b>	
EN.....	<i>Sundry Small Regulatory Boards, Commissions and Offices</i>	
	State Superintendent of Weights and Measures.....	283
	State Board of Equalization.....	284
	Harbor Masters.....	284
	State Board of Port Wardens.....	285
	State Racing Commission.....	286
	New York State Athletic Commission.....	286
	<b>DEFENSIVE FUNCTIONS.....</b>	287
F.....	New York State Militia.....	288
F <sub>1</sub> .....	Adjutant General's Office.....	288
F <sub>2</sub> .....	National Guard.....	290
F <sub>3</sub> .....	Battalion Signal Corps.....	290
F <sub>4</sub> .....	22d Regiment Engineers.....	292
F <sub>5</sub> .....	First Regiment Cavalry.....	292
F <sub>6</sub> .....	First Regiment Field Artillery.....	292
F <sub>7</sub> .....	Fourth Brigade.....	294
F <sub>8</sub> .....	Naval Militia.....	294
F <sub>9</sub> .....	Armory Commission.....	295
G.....	<b>AGRICULTURAL FUNCTIONS.....</b>	297
GA.....	Department of Agriculture.....	299
GB.....	State Fair Commission.....	317
GC.....	New York State School of Agriculture at Morrisville.....	323
GD.....	State College of Agriculture at Cornell University.....	327
GE.....	New York State School of Agriculture at Alfred University.....	337
GF.....	New York State School of Agriculture of St. Lawrence University.....	341
GG.....	New York State Agricultural Experiment Station, Geneva.....	343
GH.....	State School of Agriculture on Long Island.....	349
GI.....	State School of Agriculture and Domestic Science at Delhi.....	352
GJ.....	New York State College of Forestry at Syracuse University.....	354
GK.....	State Veterinary College at Cornell University.....	357
GL.....	Advisory Board for the Promotion of Agriculture.....	360
	New York-American Veterinary College.....	360
GM.....	Schoharie State School of Agriculture.....	361

## TABLE OF CONTENTS

Chart code	TABLE OF CONTENTS	Page
H.....	EDUCATIONAL FUNCTIONS.....	363
	(Exclusive of Schools for Delinquents, Defectives and Dependents, and Agricultural Schools.)	
HA.....	Education Department.....	365
HA <sub>1</sub> .....	State Normal Schools.....	369
HA <sub>2</sub> .....	Boards of Examiners.....	374
HA <sub>3</sub> .....	Executive Divisions.....	377
HA <sub>4</sub> .....	Educational Divisions.....	381
HA <sub>5</sub> .....	State Library.....	388
HA <sub>6</sub> .....	State Science Work and Museum.....	393
HB.....	New York State Nautical School.....	396
HC.....	New York State School of Clay Working and Ceramics at Alfred University	399
HD.....	<i>Sundry Educational Boards and Commissions</i>	
	State Board of Law Examiners.....	402
	State Board of Embalming Examiners.....	402
	State Board of Geographic Names.....	402
	Commission for the Blind.....	403
I.....	CARE OF DELINQUENTS, DEFECTIVES AND DEPENDENTS.....	405
	<i>The State Board of Public Charities, Fiscal Supervisor of State Charities and the Institutions Reporting to Him; Also Related Boards and Commissions.</i>	
IA.....	Fiscal Supervisor of State Charities.....	407
	State Board of Public Charities.....	411
	Board of Examiners of Feeble-Minded, Criminals and other Defectives...	416
	Salary Classification Commission.....	417
	Building Improvement Commission.....	417
	Commission on Sites, Grounds and Buildings.....	418
	Joint Purchasing Committee of Charitable Institutions.....	418
	<i>Reformatories for Delinquents.....</i>	419
IA <sub>1</sub> .....	Reformatory (Elmira).....	421
	Eastern New York Reformatory (Napanoeh).....	427
	Agricultural and Industrial School (Industry).....	430
	Society for the Reformation of Juvenile Delinquents in the City of New York, (Randall's Island.).....	435
	Western House of Refuge for Women (Albion).....	440
	Reformatory for Women (Bedford).....	444
	Training School for Girls (Hudson).....	448
	Industrial Farm Colony (Green Haven).....	452

# TABLE OF CONTENTS

xxi

Chart code	TABLE OF CONTENTS	Page
	<b>CARE OF DELINQUENTS, DEFECTIVES AND DEPENDENTS—Cont'd</b>	
	Training School for Boys (Yorktown Heights).....	452
	Reformatory for Misdemeanants (not yet located).....	454
	<i>Institutions for Defectives</i> .....	455
IA <sub>2</sub> .....	Rome Custodial Asylum.....	457
	Custodial Asylum for Feeble-Minded Women (Newark).....	462
	Letchworth Village (Thiells).....	466
	Syracuse State Institution for Feeble-Minded Children.....	469
	Craig Colony for Epileptics (Soyea).....	475
	Hospital for the Care of Crippled and Deformed Children (West Haverstraw).....	483
	School for the Blind (Batavia).....	486
	Hospital for the Treatment of Incipient Pulmonary Tuberculosis (Ray Brook).....	490
	<i>Homes and School for Dependents</i> .....	495
IA <sub>3</sub> .....	Soldiers and Sailors' Home (Bath).....	497
	Women's Relief Corps Home (Oxford).....	504
	Thomas Indian School (Iroquois).....	507
IB.....	<i>Prison Department, Including Related Boards and Commissions</i> .....	511
	State Commission of Prisons.....	513
	Board of Parole for State Prisons.....	515
	State Board of Classification.....	516
	Superintendent of State Prisons.....	517
	<i>Prisons and Hospitals for Criminals</i> .....	520
IB <sub>1</sub> .....	Sing Sing Prison.....	521
Typical of other prisons in this group.	Auburn State Prison for Men.....	526
	State Prison for Women (Auburn).....	530
	Clinton State Prison.....	533
	Great Meadow Prison.....	537
	State Farm for Women (Valatie).....	540
IB <sub>1</sub> .....	Dannemora State Hospital for Insane Convicts.....	543
Typical of hospitals for insane convicts	Matteawan State Hospital for Insane Criminals.....	547

## TABLE OF CONTENTS

Chart code	TABLE OF CONTENTS	Page
	<b>CARE OF DELINQUENTS, DEFECTIVES AND DEPENDENTS—Cont'd</b>	
IC.....	State Probation Commission.....	551
	Commission to Investigate Provision for the Mentally Deficient.....	552
	<i>Hospitals for the Insane.....</i>	553
ID.....	State Hospital Commission.....	555
ID <sub>1</sub> .....	Utica State Hospital.....	561
Typical of other hospitals in this group	Willard State Hospital.....	567
	Hudson River State Hospital.....	573
	Middletown State Homeopathic Hospital.....	580
	Buffalo State Hospital.....	586
	Binghamton State Hospital.....	592
	St. Lawrence State Hospital.....	598
	Rochester State Hospital.....	604
	Gowanda State Homeopathic Hospital.....	610
	Mohansic State Hospital.....	616
	Kings Park State Hospital.....	620
	Long Island State Hospital.....	626
	Manhattan State Hospital.....	631
	Central Islip State Hospital.....	638
ID <sub>2</sub> .....	Psychiatric Institute.....	645
	Board of Retirement for State Hospital Employees — (See CHART ID).....	647
IE.....	<i>State Institutions for Delinquents and Defectives and the Depart- ments, Boards, and Commissions charged with their control.....</i>	647
J.....	<b>PUBLIC WORKS FUNCTIONS.....</b>	<b>649</b>
JA.....	State Engineer and Surveyor.....	651
JA <sub>2</sub> .....	Barge Canals.....	656
JA <sub>1</sub> .....	Barge Canal Terminals.....	664
JA <sub>3</sub> .....	<i>Sundry Boards and Commissions on Canal Matters.....</i>	668
	Canal Board.....	669
	Commissioners of the Canal Fund.....	669
	Special Examiner and Appraiser of Canal Lands.....	670

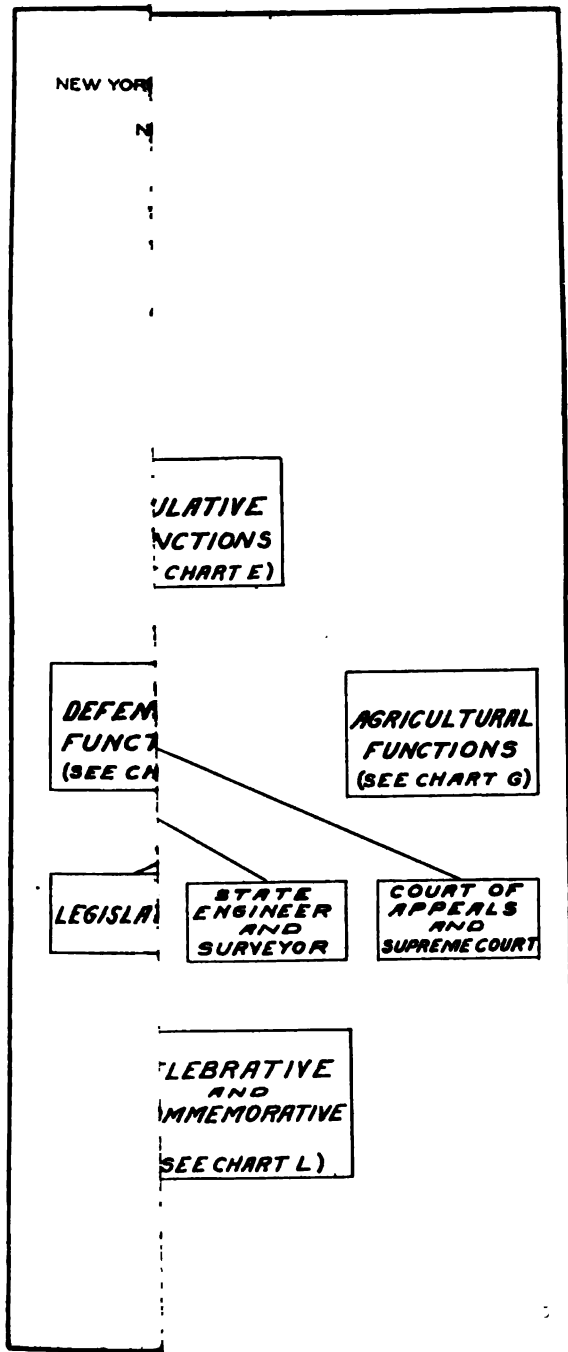
# TABLE OF CONTENTS

xxiii

Chart code	TABLE OF CONTENTS	Page
	<b>PUBLIC WORKS FUNCTIONS—Continued</b>	
JB .....	Department of Architecture .....	671
JC .....	Department of Public Works .....	678
JD .....	Department of Highways .....	690
JD <sub>1</sub> .....	Office of the First Deputy .....	694
JD <sub>2</sub> .....	Office of the Third Deputy .....	699
JD <sub>3</sub> .....	Division No. 1 .....	703
JD <sub>4</sub> .....	Division No. 2 .....	705
JD <sub>5</sub> .....	Division No. 3 .....	706
JD <sub>6</sub> .....	Division No. 4 .....	707
JD <sub>7</sub> .....	Division No. 5 .....	709
JD <sub>8</sub> .....	Division No. 6 .....	710
JD <sub>9</sub> .....	Division No. 7 .....	711
JD <sub>10</sub> .....	Division No. 8 .....	713
JD <sub>11</sub> .....	Division No. 9 .....	714
JE .....	Trustees of Public Buildings .....	717
	Department of Public Buildings .....	717
JF .....	Bronx Parkway Commission .....	723
K .....	<b>CONSERVATION AND CUSTODIANSHIP</b> .....	725
KA .....	Conservation Department .....	727
KA <sub>1</sub> .....	Fish and Game Protection Bureau .....	736
KA <sub>2</sub> .....	Fish Propagation .....	738
KB .....	Commissioners of the Land Office .....	741
KC .....	<i>State Parks, Reservations, Buildings and Monuments in Custody of Associations and Societies Designated by the Legislature or Comptroller</i> .....	742
	Letchworth Park .....	743
	John Boyd Thacher Park .....	743
	Lake George Battleground Park .....	744
	Grant Cottage .....	744
	General Herkimer House .....	744
	Philipse Manor Hall .....	745
	Clinton House .....	745
	Crown Point Reservation .....	745
	Stony Point Battlefield State Reservation .....	746
	Sir William Johnson Mansion .....	746
	Saratoga Monument .....	746



Chart code	TABLE OF CONTENTS	Page
	<b>CONSERVATION AND CUSTODIANSHIP—Continued</b>	
KD.....	<i>State Parks, Reservations, Buildings and Monuments in Custody of Trustees or Commissioners Appointed by the Governor.....</i>	746
	Saratoga Springs State Reservation.....	747
	Newtown Battlefield Reservation.....	747
	State Reservation at Niagara Falls.....	747
	Fire Island State Park.....	749
	Watkins Glen Reservation.....	749
	Washington's Headquarters at Newburgh.....	750
	The Schuyler Mansion.....	750
KD <sub>1</sub> .....	Palisades Interstate Park Commission.....	751
L.....	<b>CELEBRATIVE AND COMMEMORATIVE.....</b>	755
LA.....	Panama-Pacific Exposition Commission.....	757
LB.....	<i>Sundry Commissions Having Celebrative and Commemorative Functions, but No Custodial Authority.....</i>	760
	New York Monument Commission for Battlefields of Gettysburg, Chattanooga and Antietam.....	760
	Twenty-fifth New York Volunteer Cavalry Monument Committee.....	760
	Curtis Monument Commission.....	761
	Ketchum Memorial Commission.....	761
	Irish Brigades Monument Commission.....	761
	Perry's Victory Centennial Commission.....	762
	Battleship "New York" Silver Service Commission.....	762
	Treaty of Ghent Commission.....	762



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# GOVERNMENT OF THE STATE OF NEW YORK

## SUMMARY OF THE FUNCTIONAL DIVISIONS

Showing number of employees and total salaries and wages in each organization unit of the State government.

FUNCTIONAL DIVISIONS	Number of employees paid	Amount pay-roll basis	Number of employees without compensation
Legislative.....	489	\$769,172	61
Executive.....	23	56,340	.....
Administrative.....	599	1,147,686	3
Judicial.....	317	1,674,750	.....
Regulative.....	2,403	3,431,491	335
Defensive.....	89	136,460	33
Agricultural.....	786	979,384	69
Educational.....	1,106	1,276,627	189
Care of Delinquents, Defectives and Dependents	9,614	5,406,971	321
Public Works.....	1,644	2,356,830	15
Conservation and Custodianship.....	330	418,345	60
Celebrative and Commemorative.....	14	27,440	81
<b>Total.....</b>	<b>17,414</b>	<b>\$17,681,496</b>	<b>1,167</b>

*Note.*— In addition to the \$17,681,496 shown above, there was appropriated or paid during 1914 to temporary per diem employees and for special services, \$2,873,204, as per statement "A" below. Moreover approximately 8,900 employees of State Institutions receive board and lodging estimated at \$16 per month or are paid such amount in lieu thereof. This aggregates approximately \$1,700,000 a year and should be included when considering the total salaries and wages paid such employees. The total annual pay-roll basis of the State is thus approximately \$22,254,700. It should also be remembered that at least \$3,031,273 additional is paid State employees from other than State appropriations, i. e., by cities, counties, etc., as per statement "B" below.

### Statement A

Comptroller.....	\$524,500.	Fees re transfer tax.
Department of Fire Marshal.....	15,000.	Disbursed as fees.
Board of Port Wardens.....	76,065.	Fees retained in lieu of salary.
State Fair Commission.....	38,794.	Disbursed from fair revenues.
Agricultural Experiment Station.....	11,100.	Appropriated for extra service.
College of Forestry at Syracuse.....	1,800.	Appropriated for extra service.
Commission of Prisons.....	3,000.	Appropriated for per diem service.
Canal Board.....	19,640.	Additional payment to engineers.
Department of Public Works.....	736,052.	Paid per diem employees at varying rates and periods.
Department of Highways.....	1,436,789.	Paid per diem employees at varying rates and periods.
Clinton House at Poughkeepsie.....	200.	1914 Appropriation.
Fire Island State Park.....	1,720.	Appropriation for temporary employees.
State Reservation at Niagara Falls.....	8,644.	Appropriation for temporary employees.
<b>Total.....</b>	<b>\$2,873,204</b>	

### Statement B

Supreme Court.....	\$75,000.	Paid by counties in second and ninth judicial districts.
Department of Excise.....	37,175.	Paid by certain counties.
Public Service Commission, First District.....	2,818,873.	Paid by city of New York.
Bronx Parkway Commission.....	71,985.	One-fourth paid by Westchester county, three-fourths by New York city.
Paliades Interstate Park Commission.....	28,240.	Paid from general funds of the commission
<b>Total.....</b>	<b>\$3,031,273</b>	

FUNCTIONAL DIVISIONS	Number of employees paid	Amount pay-roll basis	Number of employees without compensation
<b>LEGISLATIVE</b>			
Legislature.....	460	<sup>1</sup> \$713,400	.....
<i>Legislative Boards and Commissions</i>			
Board of Statutory Consolidation.....	2	9,800	5
Board of Estimate.....	.....	.....	9
Commissioner to Index Session Laws.....	7	13,040	.....
Commission for the Promotion of Uniformity of Legislation in the United States.....	.....	.....	3
Constitutional Convention Commission.....	.....	.....	5
Commission to Revise and Codify Tax Law....	.....	.....	10
Commission to Investigate Port Conditions and Pier Extensions in New York Harbor.....	2	5,900	3
Commission on Federal Legislation for the Alien Insane.....	.....	.....	3
Commission to Investigate Housing in Cities of the Second Class.....	.....	.....	7
New York Bridge and Tunnel Commission.....	3	3,600	5
New York State Factory Investigating Commission.....	15	23,432	11
Total.....	489	\$769,172	61
<b>EXECUTIVE</b>			
Executive Department.....	23	\$56,340	.....
<b>ADMINISTRATIVE</b>			
Secretary of State.....	185	\$203,020	.....
State Comptroller.....	211	<sup>2</sup> 472,210	.....
State Printing Board.....	.....	.....	3
State Treasurer.....	12	31,500	.....
Department of Attorney-General.....	87	221,996	.....
State Civil Service Commission.....	33	53,060	.....
Department of Efficiency and Economy.....	71	165,900	.....
Total.....	599	\$1,147,686	3
<b>JUDICIAL</b>			
Court of Appeals.....	46	\$223,940	.....
Supreme Court (Exclusive of Appellate Division)	177	<sup>3</sup> 1,203,850	.....
Appellate Division (Supreme Court).....	63	168,800	.....
State Reporter.....	6	14,160	.....
Supreme Court Reporter.....	10	18,900	.....

<sup>1</sup> These totals include 206 per diem employees with annual salaries based on an estimated period of employment.

<sup>2</sup> In addition to the amount of salaries, fees estimated at \$524,500 are also disbursed in connection with the collection of the transfer tax.

<sup>3</sup> In addition to the above State appropriation, \$75,000 is paid by counties within the second and ninth judicial districts.



# SUMMARY OF ORGANIZATION AND FUNCTIONS xxvii

FUNCTIONAL DIVISIONS	Number of employees paid	Amount pay-roll basis	Number of employees without compensation
<b>JUDICIAL—Continued</b>			
Miscellaneous Reporter.....	5	\$12,560	.....
Board of Claims, State of New York.....	10	32,600	.....
<b>Total.....</b>	<b>317</b>	<b>\$1,674,750</b>	<b>.....</b>
<b>REGULATIVE</b>			
Banking Department.....	77	\$220,910	.....
Insurance Department.....	179	379,874	.....
Department of Excise.....	158	243,615	.....
State Department of Health.....	159	250,740	.....
Health Officer of the Port of New York.....	183	175,860	.....
Public Service Commission, First District.....	7	91,000	.....
Public Service Commission, Second District.....	170	389,296	.....
Department of Labor.....	391	591,040	.....
Department of State Fire Marshal.....	33	59,200	300
State Board of Canvassers.....	.....	.....	5
Voting Machine Commission.....	.....	.....	3
State Superintendents of Elections.....	587	306,900	.....
Board of Tax Commissioners.....	68	154,200	.....
State Workmen's Compensation Commission.....	337	505,230	1
Institute for the Study of Malignant Diseases.....	42	38,876	7
State Superintendent of Weights and Measures.....	7	13,550	.....
State Board of Equalization.....	.....	.....	10
Harbor Masters.....	.....	.....	3
State Board of Port Wardens.....	2	4,000	.....
State Racing Commission.....	1	2,500	3
New York State Athletic Commission.....	2	4,700	3
<b>Total.....</b>	<b>2,403</b>	<b>\$3,431,491</b>	<b>335</b>
<b>DEFENSIVE</b>			
New York State Militia.....	89	\$136,460	33
<b>AGRICULTURAL</b>			
Department of Agriculture.....	224	\$305,100	.....
State Fair Commission.....	10	23,800	2
New York State School of Agriculture at Morrisville.....	28	26,830	7

\* An additional amount of \$37,175 is appropriated by certain counties and cities which pay half the salaries of the special deputies and their employees.

\* The city of New York pays an additional amount per year of \$2,818,878 to 2,095 employees.

\* The force assigned to special telephone investigation (eighteen on December 1, 1914) shown at \$58,800 per annum is employed temporarily and paid from special appropriation.

\* In addition to this amount \$15,000 is appropriated to be disbursed as fees to approximately 1,500 assistants to the fire marshal throughout the State.

\* The fees received are divided among thirty-three port wardens and Hell Gate pilots amounting in 1913 to \$2,205 each.

\* Temporary employees during fair are paid from fair revenues. In 1914, as shown by the pay-rolls, \$38,794 was thus expended.

## xxviii GOVERNMENT OF THE STATE OF NEW YORK

FUNCTIONAL DIVISIONS	Number of employees paid	Amount pay-roll basis	Number of employees without compen- sation
<b>AGRICULTURAL—Continued</b>			
State College of Agriculture at Cornell University.....	347	\$390,679	.....
New York State School of Agriculture at Alfred University.....	27	20,925	.....
New York State School of Agriculture of St. Lawrence University.....	29	24,820	.....
New York State Agricultural Experiment Station	56	<sup>10</sup> 84,180	9
State School of Agriculture on Long Island.....	5	12,750	13
State School of Agriculture and Domestic Science at Delhi.....	6	7,050	7
New York State College of Forestry at Syracuse University.....	15	<sup>11</sup> 30,700	12
State Veterinary College at Cornell University..	38	52,050	.....
Advisory Board for the Promotion of Agriculture.	.....	.....	12
New York-American Veterinary College.....	.....	<sup>12</sup> .....	.....
Schoharie State School of Agriculture.....	1	500	7
<b>Total.....</b>	<b>786</b>	<b>\$979,384</b>	<b>69</b>
<b>EDUCATIONAL</b>			
Education Department.....	1,032	\$1,215,650	165
New York State Nautical School.....	41	34,240	9
New York State School of Clay Working and Ceramics at Alfred University.....	21	12,457	.....
State Board of Law Examiners.....	3	6,000	.....
State Board of Embalming Examiners.....	.....	.....	5
State Board of Geographic Names.....	.....	.....	5
Commission for the Blind.....	9	8,280	5
<b>Total.....</b>	<b>1,106</b>	<b>\$1,276,627</b>	<b>189</b>
<b>CARE OF DELINQUENTS, DEFECTIVES AND DEPENDENTS</b>			
<i>General Supervision of State Charities</i>			
Fiscal Supervisor of State Charities.....	35	\$65,720	.....
State Board of Public Charities.....	53	74,490	12
Board of Examiners of Feeble-Minded, Criminals and other Defectives.....	.....	<sup>13</sup> .....	.....
Salary Classification Commission.....	.....	.....	4
Building Improvement Commission.....	1	500	3
Commission on Sites, Grounds and Buildings...	.....	.....	7
Joint Purchasing Committee of Charitable Institutions (Reporting to Fiscal Supervisor).....	.....	.....	7
<b>Sub-total.....</b>	<b>89</b>	<b>\$140,710</b>	<b>33</b>

<sup>10</sup> In addition to this an appropriation of \$11,100 was made for temporary employees in 1914.

<sup>11</sup> There was also an appropriation of \$1,800 for special service.

<sup>12</sup> Provision is made for appropriation but none has ever been made.

<sup>13</sup> There are three commissioners who receive \$10 per diem each when actually employed.

# SUMMARY OF ORGANIZATION AND FUNCTIONS . xxix

FUNCTIONAL DIVISIONS	Number of employees paid	Amount pay-roll basis	Number of employees without compen- sation
<b>CARE OF DELINQUENTS, DEFECTIVES AND DEPENDENTS — <i>Continued</i></b>			
<i>Reformatories for Delinquents<sup>17</sup></i>			
Reformatory (Elmira).....	136	\$151,814	7
Eastern New York Reformatory (Napanoch)...	57	<sup>14</sup> 61,720	.....
Agricultural and Industrial School (Industry)...	179	123,072	7
Society for the Reformation of Juvenile Delin- quents in the City of New York (Randall's Island).....	111	79,472	24
Western House of Refuge for Women (Albion) ..	53	30,884	7
Reformatory for Women (Bedford).....	92	50,760	7
Training School for Girls (Hudson).....	94	54,428	7
Industrial Farm Colony (Green Haven).....	.....	<sup>15</sup> .....	7
Training School for Boys (Yorktown Heights)	14	11,232	7
Reformatory for Misdemeanants.....	.....	<sup>16</sup> .....	7
<i>Sub-total</i> .....	736	\$563,382	80
<i>Institutions for Defectives<sup>17</sup></i>			
Rome Custodial Asylum (Rome).....	232	\$98,466	7
Custodial Asylum for Feeble-Minded Women (Newark).....	109	53,360	7
Letchworth Village (Thiells).....	55	30,490	7
Syracuse State Institution for Feeble-Minded Children (Syracuse).....	126	53,000	7
Craig Colony for Epileptics (Sonyea).....	248	121,262	7
Hospital for the Care of Crippled and Deformed Children (West Haverstraw).....	37	18,856	7
School for the Blind (Batavia).....	67	34,686	7
Hospital for Treatment of Incipient Pulmonary Tuberculosis (Ray Brook).....	108	45,768	8
<i>Sub-total</i> .....	982	\$455,888	57
<i>Homes and School for Dependents<sup>17</sup></i>			
Soldiers and Sailors' Home (Bath).....	424	<sup>18</sup> \$117,984	10
Woman's Relief Corps Home (Oxford).....	55	23,912	7
Thomas Indian School (Iroquois).....	46	23,096	7
<i>Sub-total</i> .....	525	\$164,992	24

<sup>14</sup> Board of managers same as at reformatory (Elmira).

<sup>15</sup> Not yet open for the reception of inmates.

<sup>16</sup> Not yet established.

<sup>17</sup> In addition to the amounts of salaries and wages, employees receive maintenance (subsistence and lodging) or in lieu thereof are paid a commutation at the rate of \$16 per month.

<sup>18</sup> A large number of the positions shown are filled by inmates.

xxx GOVERNMENT OF THE STATE OF NEW YORK

FUNCTIONAL DIVISIONS	Number of employees paid	Amount pay-roll basis	Number of employees without compen- sation
<b>CARE OF DELINQUENTS, DEFECTIVES AND DE- PENDENTS—Continued</b>			
<i>Prisons and Hospitals for Criminals</i>			
State Commission of Prisons.....	5	<sup>19</sup> \$11,200	.....
Board of Parole for State Prisons.....	6	13,500	1
State Board of Classification.....	.....	.....	13
Superintendent of State Prisons.....	24	45,900	.....
Sing Sing State Prison.....	152	182,656	.....
Auburn State Prison for Men.....	145	181,070	.....
State Prison for Women, Auburn.....	21	<sup>20</sup> 16,064	1
Clinton State Prison.....	125	149,840	.....
Great Meadow Prison.....	61	70,110	.....
State Farm for Women, Valatie.....	6	4,350	.....
Dannemora State Hospital for Insane Convicts..	112	<sup>21</sup> 66,260	.....
Matteawan State Hospital for Insane Criminals.	210	<sup>21</sup> 108,846	.....
State Probation Commission.....	4	7,500	7
Commission to Investigate Provision for Men- tally Deficient.....	.....	.....	5
<i>Sub-total</i> .....	871	\$857,296	27
<i>Hospitals for the Insane<sup>22</sup></i>			
State Hospital Commission.....	47	\$110,880	.....
Utica State Hospital.....	365	178,808	7
Willard State Hospital.....	508	243,400	6
Hudson River State Hospital.....	618	294,352	7
Middletown State Homeopathic Hospital.....	436	197,900	7
Buffalo State Hospital.....	387	190,320	7
Binghamton State Hospital.....	506	236,096	7
St. Lawrence State Hospital.....	390	186,259	7
Rochester State Hospital.....	297	146,036	7
Gowanda State Homeopathic Hospital.....	233	117,452	7
Mohansic State Hospital.....	32	19,124	7
Kings Park State Hospital.....	752	351,312	7
Long Island State Hospital.....	165	84,948	7
Manhattan State Hospital.....	792	396,171	7
Central Islip State Hospital.....	866	450,507	7
Psychiatric Institute.....	17	21,138	.....
Board of Retirement for State Hospital Employ- ees.....	.....	.....	3
<i>Sub-total</i> .....	6,411	\$3,224,703	100

<sup>19</sup> In addition to this amount seven commissioners receive \$10 per diem, not to exceed \$500 per year each. (Appropriation \$3,000.)

<sup>20</sup> Includes \$2,300 additional compensation for eight employees of Auburn Prison for men.

<sup>21</sup> In addition to salaries employees are also furnished maintenance (subsistence and lodging) valued at \$16 per month.

<sup>22</sup> In addition to the amount shown for salaries and wages, maintenance (subsistence and lodging) valued by the hospital commission at \$16 per month for ordinary employees and at various rates for officials and physicians is furnished by the State to all State hospital employees.

# SUMMARY OF ORGANIZATION AND FUNCTIONS xxxi

FUNCTIONAL DIVISIONS	Number of employees paid	Amount pay-roll basis	Number of employees without compensation
<b>CARE OF DELINQUENTS, DEFECTIVES AND DEPENDENTS—Continued</b>			
<b>SUMMARY</b>			
<i>General Supervision of State Charities.....</i>	89	\$140,710	33
<i>Reformatories for Delinquents.....</i>	736	563,382	80
<i>Institutions for Defectives.....</i>	982	455,888	57
<i>Homes and School for Dependents.....</i>	525	164,992	24
<i>Prisons and Hospitals for Criminals.....</i>	871	857,296	27
<i>Hospitals for Insane.....</i>	6,411	3,224,703	100
<b>Total.....</b>	<b>9,614</b>	<b>\$5,406,971</b>	<b>321</b>
<b>PUBLIC WORKS</b>			
State Engineer and Surveyor.....	863	<sup>25</sup> \$1,257,527	.....
Canal Board.....	1	<sup>26</sup> 3,000	7
Commissioners of the Canal Fund.....	.....	.....	5
Special Examiner and Appraiser of Canal Lands.....	7	18,700	.....
Department of Architecture.....	104	192,910	.....
Department of Public Works.....	48	<sup>26</sup> 111,969	.....
Department of Highways.....	373	<sup>26</sup> 571,974	.....
Trustees of Public Buildings.....	3	5,500	8
Department of Public Buildings.....	245	195,250	.....
Bronx Parkway Commission.....	.....	<sup>27</sup> .....	.....
<b>Total.....</b>	<b>1,644</b>	<b>\$2,356,830</b>	<b>15</b>
<b>CONSERVATION AND CUSTODIANSHIP</b>			
Conservation Department.....	235	\$333,880	.....
Commissioners of the Land Office.....	7	8,700	7
Letchworth Park.....	9	6,420	.....
John Boyd Thacher Park.....	3	2,200	.....
Lake George Battleground Park.....	1	250	.....
Grant Cottage.....	1	1,000	.....
The General Herkimer House, Town of Danube, N. Y.....	1	600	.....
Philipse Manor Hall at Yonkers, N. Y.....	3	2,550	.....
Clinton House, Poughkeepsie, N. Y.....	.....	<sup>28</sup> .....	.....
Crown Point Reservation.....	2	745	.....
Stony Point Battlefield State Reservation.....	1	600	.....
The Sir William Johnson Mansion, Johnstown, N. Y.....	1	720	.....

<sup>25</sup> This total includes salaries of 700 per diem employees aggregating \$738,575, computed on a basis of 300 days per year.

<sup>26</sup> An additional amount of \$19,640 was paid in 1914 to consulting engineers.

<sup>27</sup> In addition to the totals here shown, approximately 1500 temporary employees, varying in number according to seasons and the amount of repair work to be done, were paid in the fiscal year 1913-14, a total of \$736,052.

<sup>28</sup> Includes 112 employees on 303 day basis paid \$141,045. In addition to the above amount per diem employees for varying periods were paid \$1,436,789, during the fiscal year 1914.

<sup>29</sup> This organization consisting of eighty-three employees, receives \$71,985, and is paid one-fourth by the county of Westchester and three-fourths by the city of New York. One counsel is paid from fees.

<sup>30</sup> An appropriation of \$200 was made in 1914.



FUNCTIONAL DIVISIONS	Number of employees paid	Amount pay-roll basis	Number of employees without compensation
<b>CONSERVATION AND CUSTODIANSHIP—Continued</b>			
Saratoga Monument.....	1	\$600	..... 3
Saratoga Springs State Reservation.....	2	5,400	5
Newtown Battlefield Reservation Commission.....	29	<sup>20</sup> 27,495	5
State Reservation at Niagara Falls.....	3	<sup>20</sup> 1,925	5
Fire Island State Park.....	6	4,500	5
Watkins Glen Reservation.....	2	1,400	10
Washington's Headquarters at Newburgh.....	1	600	10
The Schuyler Mansion.....	22	<sup>21</sup> 18,760	10
Palisades Interstate Park Commission.....			
<b>Total.....</b>	<b>330</b>	<b>\$418,345</b>	<b>60</b>
<b>CELEBRATIVE AND COMMEMORATIVE</b>			
Panama-Pacific Exposition Commission.....	8	\$19,160	18
New York Monument Commission for the Battlefields of Gettysburg, Chattanooga and Antietam.....	6	8,280	4
Twenty-fifth New York Volunteer Cavalry Monument Committee.....			5
Curtis Monument Commission.....			3
Ketchum Memorial Commission.....			5
Irish Brigades Monument Commission.....			17
Perry's Victory Centennial Commission.....			11
Battleship "New York" Silver Service Commission.....			3
Treaty of Ghent Commission.....			15
<b>Total.....</b>	<b>14</b>	<b>\$27,440</b>	<b>81</b>

<sup>20</sup> An appropriation of \$1,720 for temporary employees was made in 1914.

<sup>20</sup> In addition to the totals here shown, a varying number of employees are paid out of an appropriation of \$8,544 for the fiscal year 1913-14.

<sup>21</sup> In addition there are twenty-seven employees receiving \$28,240 who are paid from the general funds of the commission which include State appropriations and gifts from private individuals.



**A**

## LEGISLATURE

THE SENATE  
THE ASSEMBLY  
ELECTED BY THE PEOPLE

(SEE CHART A TO AA 2)

## LEGISLATIVE FUNCTIONS

### LEGISLATIVE BOARDS AND COMMISSIONS \*

BOARD OF ESTIMATE - 9a  
CONSTITUTIONAL CONVENTION COMMISSION 2a and 3b  
COMMISSIONER TO INDEX SESSION LAWS - 1b  
STATUTORY CONSOLIDATION BOARD 3 MEMBERS NAMED IN ACT CREATING THE BOARD  
COMMISSION FOR THE PROMOTION OF UNIFORMITY OF LEGISLATION IN THE U.S.  
COMMISSION TO REVISE AND CODIFY TAX LAWS - 3a and 5b  
FACTORY INVESTIGATING COMMISSION 4b, 2d and 3b  
NY CITY BRIDGE AND TUNNEL COMMISSION - 4b & 1 - BY MAYOR OF N.Y. CITY.  
COMMISSION ON FEDERAL LEGISLATION FOR THE ALIEN INSANE - 3b  
COMMISSION TO INVESTIGATE HOUSING IN CITIES OF THE 2<sup>ND</sup> CLASS - 3b, 2d and 2b  
COMMISSION TO INVESTIGATE PORT CONDITIONS - 3b

(SEE CHART AB)

\* Figure after title of board or commission indicates number of members.  
Letter indicates method of appointment

a - Ex-officio

b - Appointed by Governor

c - Appointed by Governor with advice and consent of Senate

d - Senators appointed by President of Senate

e - Assemblymen appointed by Speaker of Assembly

## **LEGISLATIVE FUNCTIONS**

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### **Legislature**

#### **Legislative Boards and Commissions**

**Board of Statutory Consolidation**

**Board of Estimate**

**Commissioner to Index Session Laws**

**Commission for the Promotion of Uniformity of Legislation in the United States**

**Constitutional Convention Commission**

**Commission to Revise and Codify Tax Laws**

**Commission to Investigate Port Conditions and Pier Extensions in New York Harbor**

**Commission on Federal Legislation for the Alien Insane**

**Commission to Investigate Housing in Cities of the Second Class**

**New York Bridge and Tunnel Commission**

**New York State Factory Investigating Commission**

STATE OF NEW YORK

THE ASSEMBLY

THE SENATE

*Preparation on request of  
drafts of bills, and to examine  
and revise proposed legislation.*

LEGISLATURE

This body, consisting of the two elective houses, the Senate and the Assembly, is vested by the Constitution, article III, section 1, with the authority and the responsibility for the enactment of the laws of the State. This power is absolute, except as it is restrained by the authority of the Constitution, which creates the Legislature, and the Constitution of the United States.

ORGANIZATION		Number of employees	Amount pay-roll basis
1—The Senate.....	Members.....	51	\$76,500
	Employees—yearly.....	18	34,000
	Employees—per diem...	100	*156,000
2—The Assembly.....	Members.....	150	225,000
	Employees—yearly.....	20	31,000
	Employees—per diem...	106	*156,000
3—Legislative Bill Drafting Commission.....		15	34,900
Total on annual pay-roll basis.....		460	\$713,400

\* Approximate estimate for 1914 Legislature. Final figures not yet available. Appropriations for salaries and expenses—employees of Senate and Assembly for 1914 session—amount to \$400,000.



## GOVERNMENT OF THE STATE OF NEW YORK

DETAILS OF ORGANIZATION		Number of employees	Amount pay-roll basis
<b>LEGISLATURE</b>			
<b>1—The Senate</b>			
1—LEGISLATIVE BODY			
1—The Members of the Senate.....		51	\$76,5
2—Standing Committees.....		30	per die
2—PRESIDENT OF THE SENATE			
1—Presiding Officer.....	Yearly	1	\$5,0
	Temporary	3	per die
2—Office of Sergeant-at-Arms.....	Yearly	1	\$1,5
	Temporary	40	per die
3—CLERK OF THE SENATE			
1—Administration.....	Yearly	7	\$12,5
	Temporary	2	4,0
2—Reporting and Revision.....	Temporary	14	per die
	Yearly	2	\$3,0
3—Indexing and Documents.....	Temporary	5	per die
	Yearly	4	\$6,5
4—Records.....	Yearly	1	1,5
	Temporary	1	per die
5—Finances and Accounts.....	Temporary	2	per die
6—Library.....	Temporary	3	per die
7—Postoffice.....	Temporary	2	per die
8—Wrapping Room.....	Temporary		
<b>2—The Assembly</b>			
1—LEGISLATIVE BODY			
1—The Members of the Assembly.....		150	\$225,00
2—Standing Committees.....	Temporary	31	per diem
2—SPEAKER OF THE ASSEMBLY			
1—Presiding Officer.....		3	per diem
2—Office of the Sergeant-at-Arms.....	Yearly	1	\$1,50
	Temporary	40	per diem
3—CLERK OF THE ASSEMBLY			
1—Administration.....	Yearly	10	\$15,50
	Temporary	7	per diem
	Yearly	1	\$2,50
2—Reporting and Revision.....	Temporary	14	per diem
	Yearly	3	\$4,50
3—Indexing and Documents.....	Temporary	2	per diem
	Yearly	2	\$4,00
4—Records.....	Temporary	1	per diem
	Yearly	1	\$1,50
5—Finances and Accounts.....	Temporary	1	per diem
6—Engrossing Room.....	Yearly	1	\$1,500
7—Revision Room.....	Yearly	1	1,500
8—Library.....	Temporary	2	per diem
9—Postoffice.....	Temporary	3	per diem
10—Wrapping Room.....	Temporary	2	per diem
<b>3—Legislative Bill Drafting Commission</b>			
1—ADMINISTRATION.....		4	\$17,800
2—BILL DRAFTING.....		5	9,300
3—CLERICAL AND CORRESPONDENCE.....		6	7,800

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# ORGANIZATION AND FUNCTIONS

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TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>LEGISLATURE</b>		
<b>1—The Senate</b>		
<b>1—LEGISLATIVE BODY</b>		
<b>1—The Members of the Senate</b>		
Senators (As per 1914 Clerk's Manual), \$10 per diem; maximum \$1,500.....	51	\$76,500
<b>2—Standing Committees</b>		
<b>1—FINANCES</b>		
Members.....	13	.....
Clerk..... (\$10 per diem)	1	
Stenographer..... (\$5 per diem)	1	
Messenger..... (\$3 per diem)	1	
<b>2—JUDICIARY</b>		
Members.....	14	.....
Clerk..... (\$10 per diem)	1	
Stenographer..... (\$5 per diem)	1	
Messenger..... (\$3 per diem)	1	
<b>3—AFFAIRS OF CITIES</b>		
Members.....	16	.....
Clerk..... (\$10 per diem)	1	
Stenographer..... (\$5 per diem)	1	
Messenger..... (\$3 per diem)	1	
<b>4—RAILROADS</b>		
Members.....	12	.....
Clerk..... (\$5 per diem)	1	
<b>5—CANALS</b>		
Members.....	8	.....
Clerk..... (\$5 per diem)	1	
<b>6—CODES</b>		
Members.....	9	.....
Clerk..... (\$7 per diem)	1	
<b>7—INSURANCE</b>		
Members.....	11	.....
Clerk..... (\$5 per diem)	1	
<b>8—TAXATION AND RETRENCHMENT</b>		
Members.....	10	.....
Clerk..... (\$5 per diem)	1	

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>LEGISLATURE</b>		
<b>1—The Senate</b>		
<b>1—LEGISLATIVE BODY</b>		
<b>2—Standing Committees</b>		
<b>9—ENGROSSED BILLS</b>		
Members.....	5	.....
Clerk..... (\$5 per diem)	1	.....
<b>10—INTERNAL AFFAIRS</b>		
Members.....	9	.....
Clerk..... (\$5 per diem)	1	.....
<b>11—CONSERVATION</b>		
Members.....	11	.....
Clerk..... (\$5 per diem)	1	.....
<b>12—REVISION</b>		
Members.....	7	.....
Clerk..... (\$5 per diem)	1	.....
<b>13—OTHER COMMITTEES</b>		
Agriculture.....	12	.....
Navigation.....	9	.....
Labor and Industry.....	8	.....
Affairs of Villages.....	7	.....
Privileges and Elections.....	7	.....
Banks.....	7	.....
Military Affairs.....	7	.....
Miscellaneous Corporations.....	7	.....
Public Health.....	6	.....
Public Education.....	7	.....
Public Printing.....	5	.....
Rules.....	5	.....
Penal Institutions.....	5	.....
Clerks..... (\$5 per diem)	12	.....

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>LEGISLATURE</b>		
<b>1—The Senate</b>		
<b>2—PRESIDENT OF THE SENATE</b>		
<p>The President of the Senate is the presiding officer of that body. It is his duty to preserve order and decorum on the floor of the chambers and in the lobbies and galleries. He decides all questions of order, subject to appeal, and appoints all committees, except the Senate authorizes otherwise. He certifies the final passage of bills by the Senate, and delivers the bill to the clerk; assigns the doorkeepers to their respective duties and stations.</p>		
<b>1—Presiding Officer</b>		
Lieutenant-Governor.....	1	\$5,000
Clerk..... (\$10 per diem)	1	
Stenographer..... (\$5 per diem)	1	
Messenger..... (\$5 per diem)	1	
<b>2—Office of Sergeant-at-Arms</b>		
<p>This officer must be in constant attendance upon the sessions of the Senate, and aid the President in enforcing order. He also sees that the privileges of the floor are only permitted to those entitled to them. He has supervision over the doorkeepers, janitors, messengers and pages.</p>		
Sergeant-at-Arms.....	1	1,500
Assistant Sergeant-at-Arms..... (\$5 per diem)	1	
Principal Doorkeeper..... (\$5 per diem)	1	
First Assistant Doorkeeper..... (\$5 per diem)	1	
Assistant Doorkeepers..... (\$5 per diem)	10	
Janitor..... (\$5 per diem)	1	
Assistant Janitors..... (\$5 per diem)	2	
Chief Messenger..... (\$5 per diem)	1	
Messengers..... (\$3 per diem)	8	
Pages..... (\$2 per diem)	15	
<b>3—CLERK OF THE SENATE</b>		
<p>The clerk is responsible for the journal of proceedings of the Senate; he must see that printed lists of general orders are furnished the Senators daily; he prepares the daily calendar of business and sees that all bills are acted upon in order in which reported. He presents to the Governor and enters on the journals such bills as have originated in the Senate and have been passed by both houses; transmits to the Assembly bills passed by the Senate. He is also generally responsible for all the records of the Senate and all clerical work of the employees; and is responsible to the Comptroller of the State for all moneys received.</p>		
<b>1—Administration</b>		
Clerk of the Senate.....	1	*4,500
Assistant Clerk.....	1	2,500
<b>*NOTE:</b>		
Salary.....		\$3,500
Special allowance — Indexing.....		500
Special allowance — Clerical service and engrossing.....		500
		<u>\$4,500</u>

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>LEGISLATURE</b>		
<b>1—The Senate</b>		
<b>3—CLERK OF THE SENATE — Continued</b>		
<b>1—Administration — Continued</b>		
Chief Deputy Clerk.....	1	\$1,500
Deputy Clerks @ \$1,000.....	4	4,000
<b>2—Reporting and Revision</b>		
Official Stenographer.....	1	2,500
Revision Clerk.....	1	1,500
Stenographers.....(\$3 per diem)	14	
<b>3—Indexing and Documents</b>		
Index Clerk.....	1	2,000
Assistant Index Clerk.....	1	1,000
Superintendent of Document Room.....(\$5 per diem)	1	
Assistant Superintendents of Document Room...(\$5 per diem)	4	
<b>4—Records</b>		
Journal Clerk.....	1	2,500
Executive Clerk.....	1	1,500
First Assistant Journal Clerk.....	1	1,500
Second Assistant Journal Clerk.....	1	1,000
<b>5—Finances and Accounts</b>		
Financial Clerk.....	1	1,500
Messenger.....(\$5 per diem)	1	
<b>6—Library</b>		
Librarian.....(\$6 per diem)	1	
Assistant Librarian.....(\$5 per diem)	1	
<b>7—Postoffice</b>		
Postmaster.....(\$6 per diem)	1	
Assistant Postmaster.....(\$5 per diem)	1	
Messenger.....(\$5 per diem)	1	
<b>8—Wrapping Room</b>		
Superintendent of the Wrapping Room.....(\$5 per diem)	1	
Assistant Superintendent of the Wrapping Room..(\$5 per diem)	1	

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# ORGANIZATION AND FUNCTIONS

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TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>LEGISLATURE</b>		
<b>2—The Assembly</b>		
<b>1—LEGISLATIVE BODY</b>		
<b>1—The Members of the Assembly</b>		
Assemblymen (As per 1914 Clerk's Manual), \$10 per diem; maximum \$1,500.....	150	\$225,000
<b>2—Standing Committees</b>		
<b>1—WAYS AND MEANS</b>		
Members.....	15	.....
Clerk..... (\$10 per diem)	1	.....
<b>2—JUDICIARY</b>		
Members.....	13	.....
Clerk..... (\$7 per diem)	1	.....
<b>3—AFFAIRS OF CITIES</b>		
Members.....	13	.....
Clerk..... (\$10 per diem)	1	.....
<b>4—CODES</b>		
Members.....	13	.....
Clerk..... (\$7 per diem)	1	.....
<b>5—GENERAL LAWS</b>		
Members.....	13	.....
Clerk..... (\$5 per diem)	1	.....
<b>6—INTERNAL AFFAIRS</b>		
Members.....	13	.....
Clerk..... (\$5 per diem)	1	.....
<b>7—INSURANCE</b>		
Members.....	13	.....
Clerk..... (\$5 per diem)	1	.....
<b>8—BANKS</b>		
Members.....	13	.....
Clerk..... (\$5 per diem)	1	.....
<b>9—ELECTRICITY, GAS AND WATER</b>		
Members.....	13	.....
Clerk..... (\$5 per diem)	1	.....

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>LEGISLATURE</b>		
<b>2—The Assembly</b>		
<b>1—LEGISLATIVE BODY</b>		
<b>2—Standing Committees — Continued</b>		
<b>10—EXCISE</b>		
Members.....	13	.....
Clerk..... (\$5 per diem)	1	.....
<b>11—AFFAIRS OF VILLAGES</b>		
Members.....	13	.....
Clerk..... (\$5 per diem)	1	.....
<b>12—LABOR AND INDUSTRY</b>		
Members.....	13	.....
Clerk..... (\$5 per diem)	1	.....
<b>13—TAXATION AND RETRENCHMENT</b>		
Members.....	13	.....
Clerk..... (\$5 per diem)	1	.....
<b>14—CANALS</b>		
Members.....	13	.....
Clerk..... (\$5 per diem)	1	.....
<b>15—RAILROADS</b>		
Members.....	13	.....
Clerk..... (\$7 per diem)	1	.....
<b>16—CONSERVATION</b>		
Members.....	13	.....
Clerk..... (\$5 per diem)	1	.....
<b>17—PENAL INSTITUTIONS</b>		
Members.....	13	.....
Clerk..... (\$5 per diem)	1	.....
<b>18—PUBLIC EDUCATION</b>		
Members.....	13	.....
Clerk..... (\$5 per diem)	1	.....
<b>19—CHARITABLE AND RELIGIOUS SOCIETIES</b>		
Members.....	13	.....
Clerk..... (\$5 per diem)	1	.....

# ORGANIZATION AND FUNCTIONS

11

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>LEGISLATURE</b>		
<b>2—The Assembly</b>		
<b>1—LEGISLATIVE BODY</b>		
<b>2—Standing Committees</b>		
<b>20—PUBLIC HEALTH</b>		
Members.....	13	.....
Clerk.....(\$5 per diem)	1	.....
<b>21—COMMERCE AND NAVIGATION</b>		
Members.....	13	.....
Clerk.....(\$5 per diem)	1	.....
<b>22—AGRICULTURE</b>		
Members.....	13	.....
Clerk.....(\$5 per diem)	1	.....
<b>23—REVISION</b>		
Members.....	13	.....
Clerk.....(\$5 per diem)	1	.....
<b>24—PUBLIC PRINTING</b>		
Members.....	11	.....
Clerk.....(\$5 per diem)	1	.....
<b>25—PUBLIC INSTITUTIONS</b>		
Members.....	11	.....
Clerk.....(\$5 per diem)	1	.....
<b>26—MILITARY AFFAIRS</b>		
Members.....	11	.....
Clerk.....(\$5 per diem)	1	.....
<b>27—SOLDIERS' HOME</b>		
Members.....	11	.....
Clerk.....(\$5 per diem)	1	.....
<b>28—CLAIMS</b>		
Members.....	11	.....
Clerk.....(\$5 per diem)	1	.....
<b>29—PRIVILEGES AND ELECTIONS</b>		
Members.....	11	.....

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>LEGISLATURE</b>		
<b>2—The Assembly</b>		
<b>1—LEGISLATIVE BODY</b>		
<b>2—Standing Committees</b>		
<b>30—RULES</b>		
Members.....	7	.....
Clerk.....(\$5 per diem)	1	
<b>31—PRINTED AND ENGROSSED BILLS</b>		
Members.....	6	.....
Clerk.....(\$5 per diem)	1	
<b>32—SOCIAL WELFARE</b>		
Members.....	13	.....
Clerk.....(\$5 per diem)	1	
<b>2—SPEAKER OF THE ASSEMBLY</b>		
The Speaker is the presiding officer of the Assembly. He preserves order and decorum on the floor of the house, decides points of order and puts questions. He certifies all bills passed by the house and the pay-bills of the members and officers. He designates employees to attend upon organization of the next Legislature, and also officers of the house to remain thirty days after the session closes to finish work of the session.		
<b>1—Presiding Officer</b>		
The Speaker.....	*	.....
Clerk.....(\$10 per diem)	1	
Stenographer.....(\$5 per diem)	1	
Messenger.....(\$3 per diem)	1	
<b>2—Office of Sergeant-at-Arms</b>		
It is the duty of this officer as police officer of the house, to aid in enforcing order. He must be in attendance before the sessions as well as during each session and during the time committees are sitting. He must enforce the rules regarding privileges of the floor and has supervision over the doorkeeper, messengers and pages.		
Sergeant-at-Arms.....	1	\$1,500
Principal Doorkeeper.....(\$5 per diem)	1	
First Assistant Doorkeeper.....(\$5 per diem)	1	
Second Assistant Doorkeepers.....(\$5 per diem)	7	
Janitor.....(\$5 per diem)	1	
Chief Messenger.....(\$5 per diem)	1	
Messengers.....(\$3 per diem)	9	
Pages.....(\$2 per diem)	20	

\*NOTE:— Included as a member of the Legislature.

# ORGANIZATION AND FUNCTIONS

13

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>LEGISLATURE</b>		
<b>2—The Assembly</b>		
<b>3—CLERK OF THE ASSEMBLY</b>		
The clerk has the care and custody of all papers and records of the Assembly, and the printing of the same. He prepares the daily calendar and sees that all business is taken up in its proper order. He is the disbursing officer of the house and purchases the articles required for its use, being responsible to the Comptroller for such expenditures. He has a general supervision over the work of the entire clerical force of the house.		
<b>1—Administrative</b>		
Clerk of the House.....	1	*\$5,000
Assistant Clerk.....	1	2,500
Deputy Clerks @ \$1,000.....	8	8,000
General Clerks..... (\$5 per diem)	6	
Stenographer..... (\$10 per diem)	1	
<b>2—Reporting</b>		
Official stenographer.....	1	2,500
General stenographers..... (\$3 per diem)	14	
<b>3—Indexing and Documents</b>		
Index Clerk.....	1	2,000
First Assistant Index Clerk.....	1	1,500
Second Assistant Index Clerk.....	1	1,000
Superintendent of Documents..... (\$5 per diem)	1	
Assistant Superintendent of Documents..... (\$5 per diem)	1	
<b>4—Records</b>		
Journal Clerk.....	1	2,500
Assistant Journal Clerk.....	1	1,500
Tally Clerk..... (\$5 per diem)	1	
<b>5—Finance and Accounts</b>		
Financial Clerk.....	1	1,500
Assistant Financial Clerk..... (\$10 per diem)	1	
<b>6—Engrossing Room</b>		
Chief.....	1	1,500
<b>7—Revision Room</b>		
Chief.....	1	1,500
<b>8—Library</b>		
Librarian..... (\$6 per diem)	1	
Assistant Librarian..... (\$5 per diem)	1	

\* NOTE:—Salary, \$3,500; Special allowance, indexing, \$750; Special allowance, clerical service and engrossing \$750; total, \$5,000.

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>LEGISLATURE</b>		
<b>2—The Assembly</b>		
<b>3—CLERK OF THE ASSEMBLY</b>		
<b>9—Postoffice</b>		
Postmaster..... (\$6 per diem)	1	
Assistant Postmaster..... (\$5 per diem)	1	
Messenger..... (\$5 per diem)	1	
<b>10—Wrapping Room</b>		
Superintendent..... (\$5 per diem)	1	
Assistant Superintendent..... (\$5 per diem)	1	
<b>3—Legislative Bill Drafting Commission</b>		
<b>1—GENERAL ADMINISTRATION</b>		
Commissioners @ \$6,000.....	2	\$12,000
General executive duties; preparation, examination and revision of legislative measures, bills and resolutions; consultation and advice, pursuant to Section 24 of the Legislative Law.		
Deputy Commissioner.....	1	4,000
Preparation, examination and revision of legislative measures, bills and resolutions, consultation and advice, under the direction of the commissioners, pursuant to Section 24 of the Legislative Law.		
Secretary.....	1	1,800
Department correspondence, including disposition of incoming and outgoing mail and posting of same; assembling information required by the commissioners; general secretarial work, including responsibility for receipts and disbursements of all office supplies, postage, stationery, etc.		
<b>2—BILL DRAFTING</b>		
Legal Assistants @ \$2,100.....	3	6,300
Assisting in the preparation, examination and revision of bills, under the direction of the commissioners and deputy commissioner; digesting and indexing court decisions affecting statutory law. These positions are all held by lawyers.		
Comparers @ \$1,500.....	2	3,000
Make accurate comparison of all bills and resolutions prepared, examined and revised by the department and verification of all statutory references relating to same.		
<b>3—CLERICAL AND CORRESPONDENCE</b>		
Clerks @ \$1,800.....	2	3,600
Keeping records of bills and resolutions before current session of Legislature; charge of office files and library; distribution of prepared bills and resolutions to members; assisting comparers.		
Stenographers @ \$1,500.....	2	3,000
General stenographic work; assisting in verification of statutory references, from September 1st to May 1st.		

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TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>LEGISLATURE</b>		
<b>3—Legislative Bill Drafting Commission</b>		
<b>3—CLERICAL AND CORRESPONDENCE—<i>Concluded</i></b>		
Stenographers @ \$600.....	2	\$1,200
General stenographic work during Legislative session.		

**BOARD OF STATUTORY CONSOLIDATION**

Created by chapter 664, Laws of 1904 and continued by chapter 393, Laws of 1912, is directed "to report to the next Legislature a plan for the classification, consolidation and simplification of the civil practice of courts of this State."

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
Commissioners.....	5	.....
Appointed by the Legislature; serve without compensation and direct and control the work of revision and simplification of civil practice. They are directed by the act to secure suggestions and advice from members of the Legislature, judges of the courts and other persons.		
Author*.....	1	\$8,000
Assistant.....	1	1,800
Arrangement and preparation of simplified practice.		
Total on annual pay-roll basis.....	2	\$9,800

**BOARD OF ESTIMATE**

The Governor, Lieutenant-Governor, President pro tempore of the Senate, the Chairman of the Finance Committee of the Senate, the Speaker of the Assembly, the Comptroller, the Attorney-General and the Commissioner of Efficiency and Economy shall constitute the State Board of Estimate. The Governor shall be president of the board and the Commissioner of Efficiency and Economy shall be secretary. The said board shall annually prepare and transmit to the Legislature an estimate for a budget for the amount required to be appropriated by the Legislature for the conduct of the public business of the State for the next fiscal year from statements furnished by officers, institutions and departments. (Chapter 281, Laws 1913.)

\* One of the commissioners, serving without compensation as such, receives \$8,000 per annum as author.

**COMMISSIONER TO INDEX SESSION LAWS**

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
Commissioner (unclassified) . . . . . Appointed by Governor for a limited period. The duty of the commissioner is to prepare a full subject index of all session laws and statutes of the State; to be completed and published with the session laws of 1916.	1	\$4,000
Expert Indexer (11th Grade) . . . . .	1	2,500
Statutory Indexers (9th Grade) @ \$2,100. . . . .	2	4,200
Statutory Indexer (5th Grade) . . . . .	1	900
Typewriter Copyists (4th Grade) @ \$720. . . . .	2	1,440
Total on annual pay-roll basis. . . . .	7	\$13,040

**COMMISSION FOR THE PROMOTION OF UNIFORMITY OF LEGISLATION IN THE UNITED STATES**

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
Commissioners . . . . . Appointed by the Governor, by and with the advice and consent of Senate. The duties of the commissioners are to consider and recommend uniform laws on certain specified subjects. They serve without compensation and report from time to time to the Legislature.	3	.. . . .

### CONSTITUTIONAL CONVENTION COMMISSION

Is required to collect, compile and print such information and data as it may deem useful for the delegates to the Constitutional Convention and to supply such material to the delegates prior to the convention. It may also circulate and distribute such data among other persons at the cost to the State of the material sold.

#### Commission.

The commission was established by act of Legislature, and came into existence May 1, 1914. It consists of the president of the Senate and the speaker of the Assembly as ex-officio members and three citizens of the State, appointed by the Governor. All commissioners serve without compensation, but are allowed actual and necessary expenses. For carrying out the provisions of the act, \$5,000 was appropriated.

### STATE COMMISSION TO REVISE AND CODIFY THE TAX LAW

A legislative commission created for the purpose of study and investigation in preparing a codification and revision of the Tax Law and other laws amendatory thereof and relating to the subject of taxation.

The members of the commission serve without compensation although counsel fees amounting to \$3,600 are payable out of an appropriation of \$25,000. After paying expenses of the commission and other expert assistants an unexpended balance remains to revert to the State treasury upon the completion of the report now in preparation by one of the commission.

ORGANIZATION	Number of employees	Amount pay-roll basis
Commissioners.....	8	.....
Secretary.....	1	.....
Counsel.....	1	.....

### COMMISSION TO INVESTIGATE PORT CONDITIONS AND PIER EXTENSIONS IN NEW YORK HARBOR

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
Commissioners.....	3	.....
Appointed by the Governor, to act jointly with similar Commissioners of the United States and State of New Jersey, to investigate port conditions and pier extensions in New York harbor. May investigate port conditions in this country and abroad, with reference to remedial measures affecting: pierhead lines and extensions; port charges; relations with water and rail carriers. To recommend proper policy to be pursued for best interests of the entire port of New York; and to recommend corresponding legislation. The commissioners serve without compensation.		
Secretary*.....	1	\$5,000
Stenographer (5th Grade).....	1	900
Total annual pay-roll basis.....	2	\$5,900

\* Salary reduced to \$3,500, effective January 1, 1915.

### COMMISSION ON FEDERAL LEGISLATION FOR THE ALIEN INSANE

The duties of this commission are to urge upon the President and the Congress of the United States, the immediate enactment into law of the recommendations set forth in the concurrent resolution on the alien insane, recently adopted by the Legislature pursuant to the special message of the Governor on February 2, 1914, on the alien insane, together with such other and further amendments to the federal laws as the commission shall deem necessary or advisable, and shall endeavor to secure the coöperation of other states in the enactment of amendment of federal laws relating to the insane.

#### Commission.

The commission was established by legislative act on February 19, 1914, and consists of three members appointed by the Governor. The members of the commission receive no compensation. Two thousand five hundred dollars was appropriated for the expenses of the commission, in carrying out the provisions of the act.

# COMMISSION TO INVESTIGATE HOUSING IN CITIES OF THE SECOND CLASS

Is required to investigate housing of the people in cities of the second class in the State, including character of dwellings, laws and ordinances now regulating their erection and maintenance, and the health and best interests of the public, to the end that remedial legislation may be enacted to promote the best interests of the cities of the second class. The commission has power to elect its own officers, and employ necessary clerical and other assistance, adopt rules, compel attendance of witnesses and production of books and papers, and otherwise have all the power of a legislative committee as provided by the Legislative Law.

## Commission.

This commission, created by legislative act of April 13, 1914, consists of two senators, appointed by the president of the Senate, two members of the Assembly, appointed by the speaker of the Assembly, and three other members, residents of cities of the second class, appointed by the Governor. The members of the commission serve without compensation, but receive actual and necessary expenses. An appropriation of \$5,000 was allowed under the act for carrying out the provisions of the act.

## NEW YORK BRIDGE AND TUNNEL COMMISSION

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
Commissioners.....	5	.....
<p>Four commissioners are appointed, three by the Governor, one by the mayor of the City of New York, and the commissioner of bridges of the City of New York is a member ex-officio. All serve without compensation.</p> <p>The duties of the commission are to confer with the Governor and Legislature of New Jersey for the purpose of securing the passage of an act by the Legislature of that state, providing for the appointment of a joint commission, under the proper legislation of both states to purchase the necessary land or water rights, and to secure necessary federal consent to the construction of one or more bridges over the Hudson river. Subject of tunnel communication shall also be considered.</p>		
Secretary (Exempt).....	1	\$1,200
Assistant Secretary (Exempt) (Vacancy).....	1	1,200
Real Estate Investigator (Exempt) (Vacancy).....	1	1,200
Temporary Employees*		
Counsel.....	....	.....
Engineer.....	....	.....
Architect.....	....	.....
Total annual pay-roll basis.....	3	\$3,600

\* Paid only when actually employed.

AB1

PREPARED BY  
NEW YORK STATE DEPARTMENT OF EFFICIENCY AND ECONOMY  
AND  
NEW YORK BUREAU OF STATISTICAL RESEARCH  
NOVEMBER 1934

<b>NEW YORK STATE FACTORY INVESTIGATING COMMISSION</b>
<b>COMMISSIONERS - 9- No Compensation</b>
<i>Investigations of the conditions under which manufacturing is conducted in the first and second class cities of the State.</i>

<b>SECRETARY'S OFFICE</b>
SECRETARY -1- No Compensation
CLERK TO COMMISSION 1 \$1500
EMPLOYEES 7 5892
TEMPORARY EMPLOYEES
Clerical work

<b>INVESTIGATIONS</b>
DIRECTOR 1 \$5000
EMPLOYEES 2 4500
TEMPORARY EMPLOYEES
<i>Investigation of conditions under which manufacturing is carried on, wages paid to employees, fire hazards, etc</i>

<b>LEGAL BUREAU</b>
COUNSEL -1- No Compensation
EMPLOYEES 4 \$6540
<i>Furnish legal advice to the Commission, examine witnesses, etc.</i>

**NEW YORK STATE FACTORY INVESTIGATING COMMISSION**

A legislative commission created to investigate conditions under which manufacture is carried on in so-called loft buildings and otherwise in cities of the first and second class in the State, including matters affecting the health and safety of operatives, as well as the security and best interests of the public; character of the buildings and regulations governing their erection and maintenance; condition in mercantile establishments, and wages of labor in all industries and employments. The board consists of nine commissioners who are appointed as follows: two Senators by the president of the Senate; three Assemblymen by the speaker of the Assembly and four commissioners by the Governor.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—General Administration.....	9	.....
2—Legal Bureau.....	4	\$6,540
3—Investigations. . .	3	9,500
4—Secretary's Office.....	8	7,392
Total on annual pay-roll basis.....	15	\$23,432

\* Also 2 employees without compensation, i. e. Counsel in Legal Bureau and Secretary in Secretary's Office.



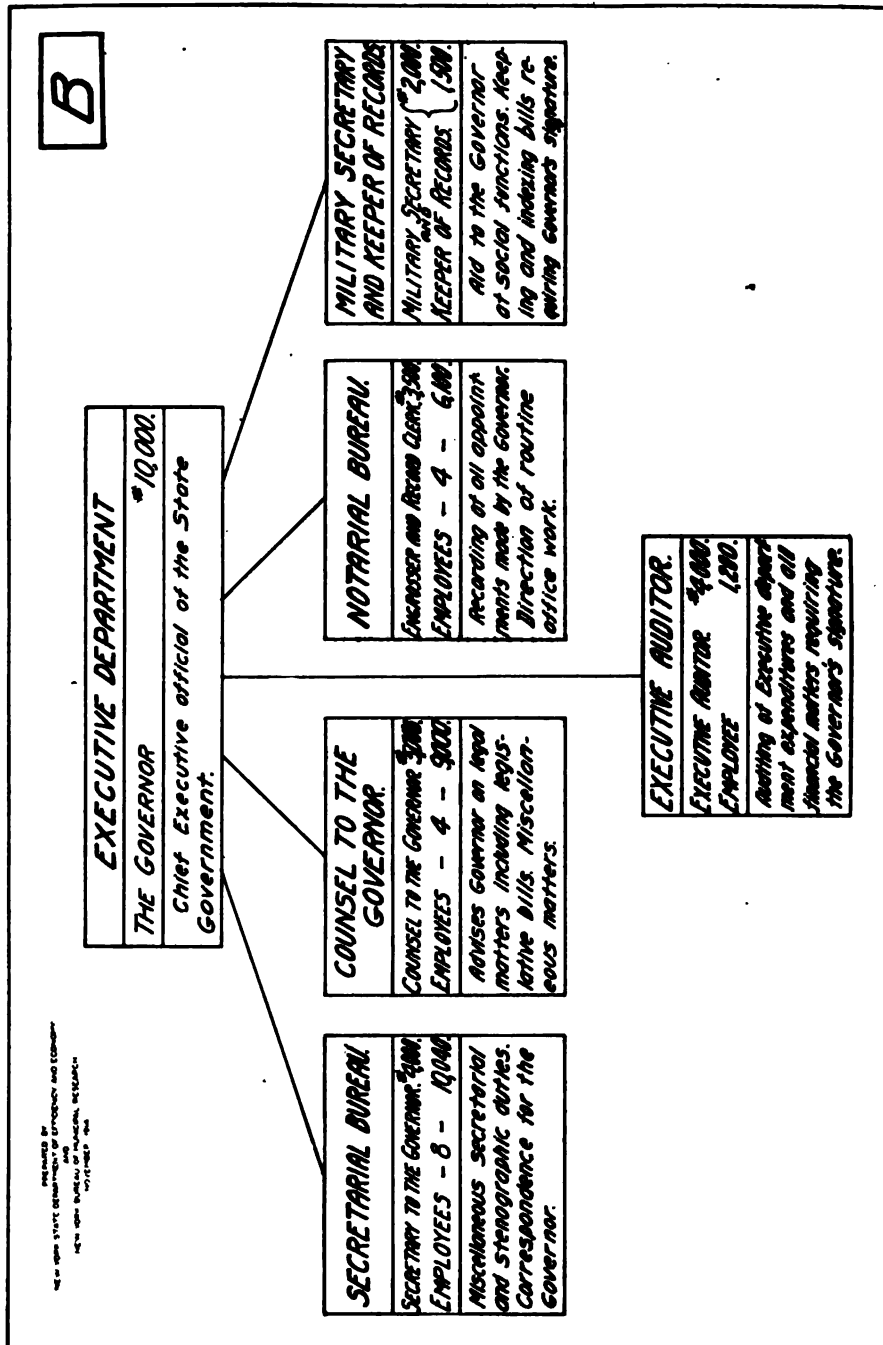
TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>NEW YORK STATE FACTORY INVESTIGATING COMMISSION</b>		
<b>1—General Administration</b>		
Commissioners..... Direct and control factory investigations as empowered by statute; hold hearings.	9	.....
<b>2—Legal Bureau</b>		
Counsel..... Legal adviser of the commission; examines witnesses at hearings, etc.	1	.....
Assistant Counsel..... Preparation of papers, etc.	1	\$4,200
Stenographer.....	1	900
Stenographer..... General stenographic work in the counsel's office, and occasional work in the secretary's office.	1	720
Messenger..... General messenger service.	1	720
<b>3—Investigations</b>		
Director..... Directs investigations and collects statistics of mercantile establish- ments.	1	5,000
Assistant Director..... Assists director; has charge of investigations; supervises temporary investigators.	1	3,000
Investigator..... Investigating fire hazards, and assisting advisory expert.	1	1,500
Temporary Employees.....	.....	.....
<b>4—Secretary's Office</b>		
Secretary..... No duties assigned.	1	.....
Clerk to the Commission..... Audits accounts, supervises financial records and correspondence; has charge of office.	1	1,500
Clerk, @ \$1,200.....	2	2,400
Clerk, @ \$864.....	2	1,728
Clerk..... General office work; copying reports; filing, etc.	1	720
Messenger..... General messenger service, assists in office work.	1	720
Office Boy..... General messenger service, assists in office work.	1	312
Temporary Employees.....	.....	.....

## **EXECUTIVE FUNCTIONS**

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**Executive Department**

**[23]**



**EXECUTIVE DEPARTMENT**

The executive power of the government of the State is vested in the Governor by the provisions of the constitution and the statutes of the State, and it is his duty to see that the law is faithfully executed. He shall transact necessary business with the officers of the government, civil and military, shall maintain journals of the transactions of his office and files of all official records. He has power to grant reprieves, commutation of sentence and pardons—and shall maintain records of all applications therefor and his action thereon. He is the commander-in-chief of the military and naval forces of the State and has power to convene the Legislature or the Senate alone, on extraordinary occasions. He shall communicate by message to the Legislature, at every session, the condition of the State and his recommendations regarding necessary legislation. He shall expedite all measures resolved upon by the Legislature and may veto any bill passed by that body.

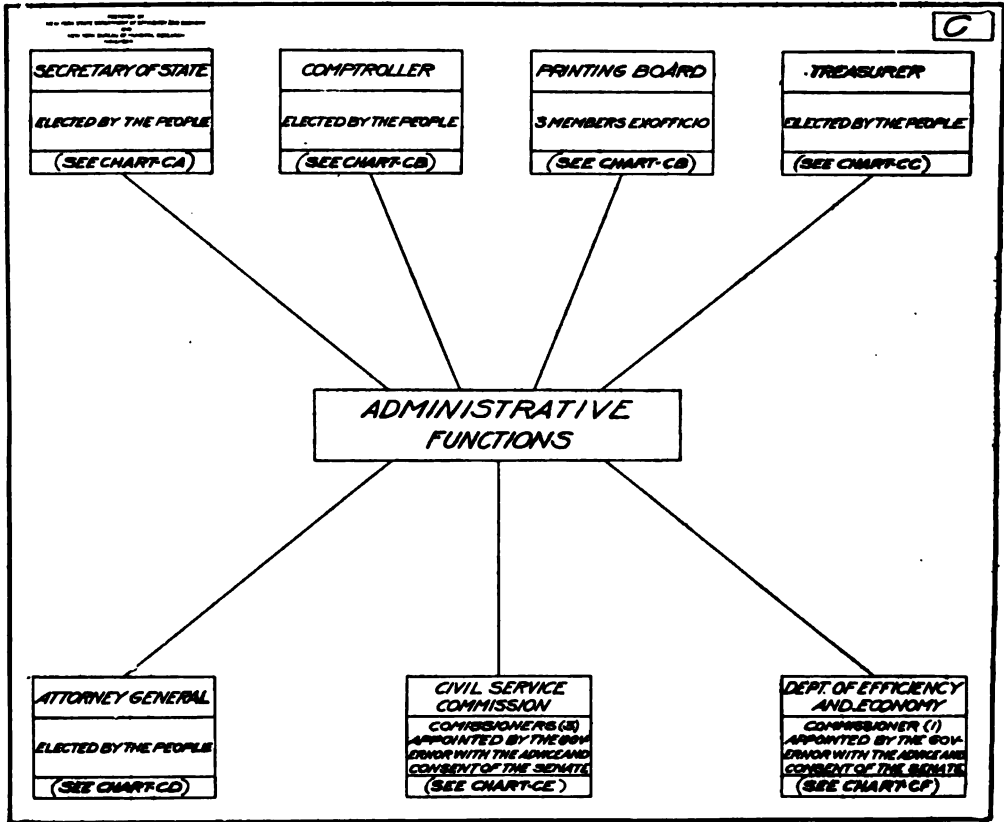
ORGANIZATION	Number of employees	Amount pay-roll basis
1—Administration.....	1	\$10,000
2—Secretarial Bureau.....	9	14,040
3—Counsel to the Governor.....	5	14,000
4—Executive Auditor.....	2	5,200
5—Notarial Bureau.....	5	9,600
6—Military Secretary and Keeper of Records.....	1	3,500
Total on annual pay-roll basis.....	23	\$56,340

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>EXECUTIVE DEPARTMENT</b>		
<b>1—Administration</b>		
The Governor . . . . .	1	\$10,000
Elected for a term of two years by the electorate of the State and charged by it with the functions of the Chief Executive of the State and the enforcement of the laws thereof.		
The Governor is ex-officio a trustee of the New York State Soldiers and Sailors' Home, The Syracuse State Institution for Feeble-Minded Children, Union College, Cornell University, Syracuse University and The State Agricultural Experiment Station. He is also a member of sundry other boards, including the presidency of the State Board of Estimate.		
<b>2—Secretarial Bureau</b>		
Secretary to the Governor <i>a</i> . . . . .	1	4,000
Miscellaneous secretarial duties including the taking care of Governor's correspondence; also secretary to the Building Improvement Commission and the Trustees of Public Buildings.		
Executive Stenographer and Acting Assistant Secretary . . . . .	1	3,000
Personal stenographer to the Governor; reports hearings, etc.; assists the governor's secretary with the correspondence.		
Messenger . . . . .	1	1,700
Acts as hall man; receives visitors to Executive Chamber; announces callers.		
Stenographer . . . . .	1	1,200
To the Governor's Secretary.		
Telephone Operator . . . . .	1	1,200
Switchboard.		
Typist . . . . .	1	900
Telephone Operator (Temporary) . . . . .	1	720
Switchboard.		
Junior Clerk . . . . .	1	720
Miscellaneous duties		
Neostyle Operator . . . . .	1	600
Prepares circular letters and notices		
<b>3—Counsel to the Governor</b>		
Counsel to Governor . . . . .	1	5,000
Counsel advises Governor on miscellaneous matters including bills passed by the legislature and complaints filed with the governor.		
Executive Legal Assistant and Pardon Clerk . . . . .	1	4,500
Assists counsel to the Governor and acts on all matters relating to pardon of prisoners.		
Requisition Clerk . . . . .	1	1,800
In charge of all matters relating to extradition requisitions.		

NOTE: "a" See also Building Improvement Commission. See also Trustees of Public Buildings.

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>EXECUTIVE DEPARTMENT</b>		
<b>3—Counsel to the Governor—Continued</b>		
Stenographer..... Stenographer to counsel; also assists Secretary to the Governor.	1	\$1,500
Stenographer..... Stenographer to the Executive Legal Assistant.	1	1,200
<b>4—Executive Auditor</b>		
Executive Auditora..... Audits Executive Department expenditures; audits contracts and specifications which require the governor's signature; examines miscellaneous matters at the governor's direction; also is supervising auditor for the Trustees of Public Buildings.	1	4,000
Stenographer..... Secretary, stenographer and clerk to the Executive Auditor.	1	1,200
<b>5—Notarial Bureau</b>		
Engrosser and Record Clerk..... In charge of the bureau; in charge of all matters in connection with appointments made by the governor including appointments of notaries; keeps record of appointments; miscellaneous matters referred to bureau by the governor and his secretary.	1	3,500
Appointment Clerk..... Assistant to the engrosser and record clerk.	1	2,500
Clerk..... Miscellaneous office duties.	1	1,200
Stenographer.....	1	1,200
File and Index Clerk..... Charge of the files.	1	1,200
<b>6—Military Secretary and Keeper of Records</b>		
Military Secretary.....	1	2,000
Keeper of Records..... Military Secretary acts as aide to the Governor at social affairs; keeper of records, in charge of bills passed by the legislature for the governor's action; indexes the bills.		1,500

NOTE: "a" See also under Trustees of Public Buildings.



## **ADMINISTRATIVE FUNCTIONS**

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**Secretary of State  
State Comptroller  
State Printing Board  
State Treasurer  
Department of Attorney-General  
State Civil Service Commission  
Department of Efficiency and Economy**



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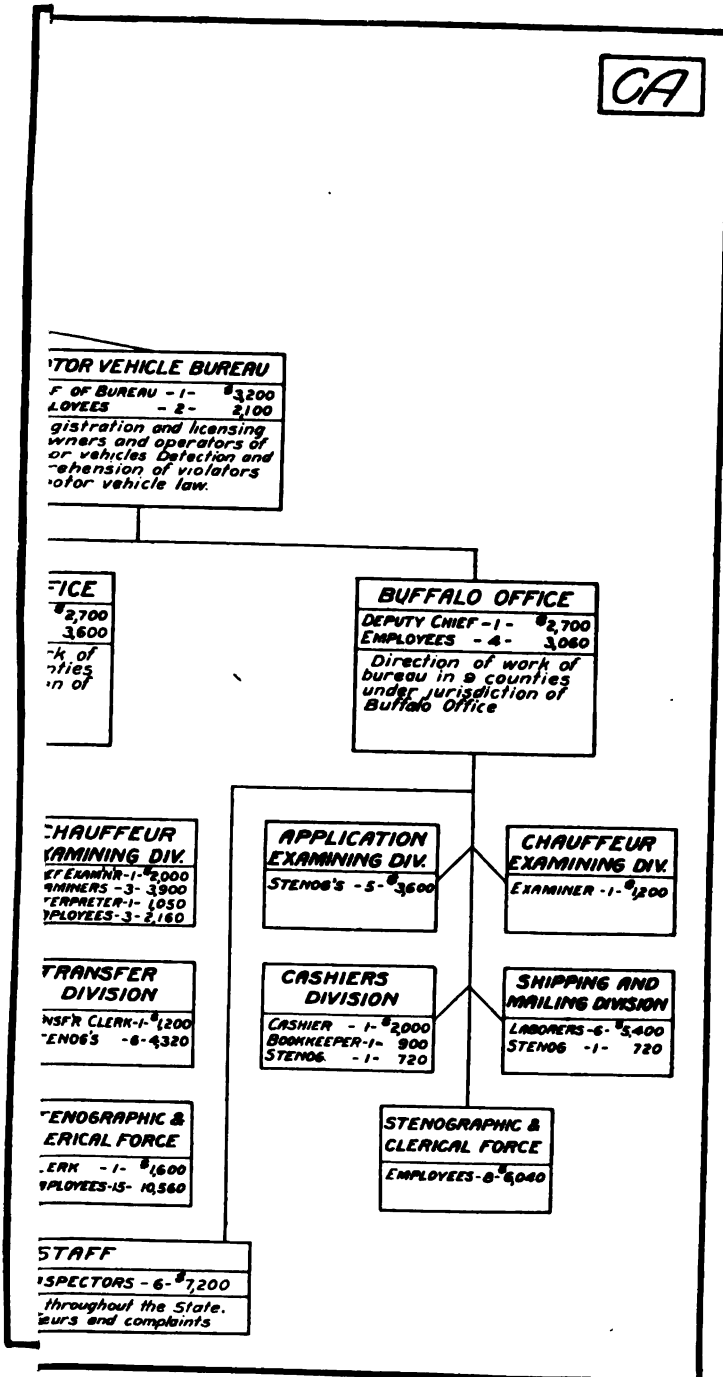
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**SECRETARY OF STATE**

Custody of State archives and great seal of the State; superintendence of the publication and distribution of the laws; issuance of patents for lands and notices for elections; recording of commissions and pardons issued by the Governor; custody of certificates of incorporation of companies formed under general laws, except banking and insurance companies; reporting annually to the Legislature of the statistics of crime received from the several counties and upon such other subjects as may be required by law or by resolution of either branch of the Legislature; compilation of the Legislative Manual; registration and licensing of owners and operators of motor vehicles; licensing of peddlers; administration of oath of office to members of the Legislature and other State officers. The Secretary of State is elected by the people for a term of two years, is ex-officio a Commissioner of the Land Office and of the Canal Fund, a member of the Canal Board and of the State Board of Canvassers, a Trustee of Union College, a member of the State Board of Equalization of Assessments, of the State Printing Board and is one of the officers to designate the State paper.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—Executive Office.....	7	\$19,500
2—General Office.....	53	63,060
3—Motor Vehicles Bureau.....	125	120,460
Total on annual pay-roll basis.....	185	\$203,020

DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>SECRETARY OF STATE</b>		
1—Executive Office.....	7	\$19,500
2—General Office		
1—ADMINISTRATION.....	13	18,670
2—CORPORATION BUREAU.....	32	32,290
3—LEGISLATIVE BUREAU.....	2	2,300
4—BUREAU OF CRIMINAL STATISTICS.....	2	2,700
5—LAND BUREAU.....	2	4,350
6—MISCELLANEOUS BUREAU.....	2	2,750
3—Motor Vehicle Bureau		
1—ADMINISTRATION.....	3	5,300
2—ALBANY OFFICE		
1—Administration.....	3	1,560
2—Application Examining Division.....	1	720
3—Chauffeur Examining Division.....	2	2,650
4—Cashier's Division.....	3	4,330
5—Shipping and Mailing Division.....	3	2,700
6—Stenographic and Clerical Force.....	11	8,360
3—NEW YORK OFFICE		
1—Administration.....	4	6,300
2—Application Examining Division.....	4	3,690
3—Chauffeur Examining Division.....	8	9,110
4—Transfer Division.....	7	5,520
5—Cashier's Division.....	11	11,320
6—Shipping and Mailing Division.....	13	11,700
7—Stenographic and Clerical Force.....	16	12,160
4—BUFFALO OFFICE		
1—Administration.....	5	5,760
2—Application Examining Division.....	5	3,600
3—Chauffeur Examining Division.....	1	1,200
4—Cashier's Division.....	3	3,620
5—Shipping and Mailing Division.....	7	6,120
6—Stenographic and Clerical Force.....	8	6,040
5—INVESTIGATING STAFF.....	7	8,700

# ORGANIZATION AND FUNCTIONS

33

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>SECRETARY OF STATE</b>		
<b>1—Executive Office</b>		
Secretary of State..... General executive duties; ex-officio member of various committees and boards; keeper of state archives; administers oath of office to members of Legislature and other State officers; reports annually to Legislature on such subjects as may be required by law or resolution of either branch of the Legislature.	1	\$6,000
Deputy Secretary of State (Exempt)..... Generally assisting Secretary of State and representing him in various matters.	1	4,500
Assistant to Deputy Secretary of State (Exempt)..... Assists deputy and is located in New York office most of the time.	1	2,200
Private Secretary (Exempt)..... Private secretary to Secretary of State.	1	2,500
Confidential Clerk (Exempt)..... Temporarily assigned to New York office.	1	2,200
Stenographer (6th Grade)..... Personal correspondence, filing, etc., for the Secretary of State.	1	1,200
Confidential Stenographer to First Deputy (Exempt)..... Correspondence, etc.	1	900
<b>2—General Office</b>		
<b>1—ADMINISTRATION</b>		
Chief Clerk..... Supervision of and responsibility for all work in the general offices.	1	3,750
Cashier..... Distributes the mail and receives all fees in main office.	1	1,800
Clerk and Stenographer (8th Grade)..... Prepares pay-rolls for offices under supervision of Secretary of State; keeps record of appointments, etc.; conducts all correspondence regarding civil service matters; mails expense checks; prepares annual budget; numerous other duties.	1	1,800
Law Clerk (8th Grade)..... Acting in advisory capacity to Secretary of State, regarding legislation affecting office of Secretary of State.	1	1,800
Clerk (7th Grade)..... Purchases supplies; drafts forms, blanks, etc., and orders printed matter; audits bills; all of the above is done for the entire office.	1	1,500
Clerk (6th Grade)..... Preparation of proofs of Session Laws, Legislative Manual and Report on Criminal Statistics.	1	1,200

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>SECRETARY OF STATE</b>		
<b>2—General Office</b>		
<b>1—ADMINISTRATION — <i>Continued</i></b>		
Telephone Operator (6th Grade) . . . . . Attending switch board for main office and automobile bureau, and assists in recording corporations.	1	\$1,200
Messenger (6th Grade) . . . . . Receives and distributes incoming mail; in charge of outgoing mail.	1	1,200
Bookkeeper (6th Grade) . . . . . Keeps records of receipts from all sources; also of appropriations, li- abilities, expenditures and balances in accordance with Finance Law.	1	1,200
Messenger (6th Grade) . . . . . Opening mail; assisting cashier and taking care of pardon commutation and restoration records.	1	1,000
Laborer (5th Grade) . . . . . In charge of storeroom; packing and shipping books, etc., transferring files and records and cleaning and dusting books, records, etc., which have to be used daily.	1	900
Clerk (4th Grade) . . . . . Opening mail and assisting cashier.	1	720
Clerk (3rd Grade) . . . . . Assisting various clerks throughout the department.	1	600
<b>2—CORPORATION BUREAU</b>		
Filing, indexing, recording and holding in custody certi- ficates of incorporation and other documents required by law to be filed by corporations with the Secretary of State; filing qualifying papers of, and issuing authority to, foreign cor- porations to transact business in the State; issuing certificates and furnishing searches and certified copies of documents on file.		
Corporation Examiner (11th Grade) . . . . . Examines corporation papers presented for filing; writes letters and looks after affairs of Bureau generally.	1	2,500
Assistant Corporation Examiner (8th Grade) . . . . . Examines corporation certificates; handles correspondence.	1	1,800
Clerk (8th Grade) . . . . . Examines corporation papers and dictates letters.	1	1,750
Clerk (8th Grade) . . . . . Reports corporation papers to Comptroller; numbers and arranges papers; receives annual reports; foreign surrogate papers, etc.	1	1,600

# ORGANIZATION AND FUNCTIONS

85

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>SECRETARY OF STATE</b>		
<b>2—General Office</b>		
<b>2—CORPORATION BUREAU—Continued</b>		
Clerk and Stenographer (7th Grade)..... Supervises certifying of copies, recording and issuance of certificates; looks after binding of papers filed; keeps account of fees received.	1	\$1,400
Stenographer (7th Grade)..... Correspondence work for assistant corporation examiner and clerical work.	1	1,300
Confidential File and Index Clerk (Exempt)..... Indexing and searching.	1	1,300
Clerk for Corporation Examiner (6th Grade).....	1	1,200
Stenographer (6th Grade)..... Correspondence work in searching department.	1	1,200
Stenographer (6th Grade)..... In charge of recording work done by stenographers and typewriter copyists.	1	1,200
Clerk (6th Grade)..... Assistant in issuing certified copies.	1	1,200
Clerk (6th Grade)..... Preparing daily abstract of all corporations, non-stock and miscellaneous papers filed.	1	1,000
Stenographer (5th Grade)..... Correspondence work for corporation examiner	1	900
Clerk (5th Grade)..... Indexing corporations and criminal statistics.	1	900
Stenographer (5th Grade)..... Clerical and stenographic work.	1	900
Clerk (4th Grade)..... Comparing and correcting record copies of incorporation papers.	1	720
Stenographer (4th Grade)..... Recording certificates of incorporation.	1	720
Clerk (4th Grade)..... Searching and indexing.	1	720
Typewriter Copyist (4th Grade)..... Recording certificates of incorporation.	1	720
Stenographer (5th Grade)..... Certified copy work and indexing.	1	900
Stenographer (5th Grade)..... Correspondence and clerical work for corporation clerk.	1	900
Stenographer (5th Grade) @ \$900..... Recording certificates of incorporation.	2	1,800



TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>SECRETARY OF STATE</b>		
<b>2—General Office</b>		
<b>2—CORPORATION BUREAU—Continued</b>		
Typewriter Copyist (5th Grade).....	1	\$900
Making certified copies of corporation papers; recording, etc., and miscellaneous typing.		
Stenographer (5th Grade).....	1	800
Certified copy work and indexing.		
Typewriter Copyist (3rd Grade) @ \$600.....	3	1,800
Typewriter Copyist (2nd Grade).....	1	480
Recording certificates of incorporation.		
Stenographer (3rd Grade).....	1	600
Stenographer (2nd Grade).....	1	480
Stenography and typewriting; corporation work.		
Clerk.....	1	600
Filing and correspondence.		
<b>3—LEGISLATIVE BUREAU</b>		
Supervision of the publication in county newspapers of Session Laws and concurrent resolutions proposing amendments to the Constitution, as required by law; custody and distribution of copies of aforesaid laws.		
Clerk (6th Grade).....	1	1,200
Correspondence relative to laws and legislative acts; custody indexing and supervision over the distribution and publication of Session Laws and proposed constitutional amendments.		
Stenographer (6th Grade).....	1	1,100
Assistant to legislative bureau clerk; correspondence and other clerical work.		
<b>4—BUREAU OF CRIMINAL STATISTICS AND MINING CLAIMS</b>		
Clerk (8th Grade).....	1	1,800
Compiling report of the Secretary of State to the Legislature on statistics of crime; filing "notice of discovery of mines."		
Clerk (5th Grade).....	1	900
Acts as assistant to clerk in charge of criminal statistics.		
<b>5—LAND BUREAU</b>		
Custody of records of patents, deeds, mortgages, leases, surveys, maps and other documents relative to all public lands, except such public lands, the documents relating to which are required by special act to be filed in some other office; also record office of the Commissioners of the Land Office.		

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>SECRETARY OF STATE</b>		
<b>2—General Office</b>		
<b>5—LAND BUREAU—Continued</b>		
Land Clerk (11th Grade)..... Charge of land office records; patents, deeds, mortgages, leases, surveys, maps, etc., affecting titles to lands; making searches of titles for certification, etc.	1	\$3,000
Clerk and Stenographer (7th Grade)..... Correspondence, etc., for land clerk.	1	1,350
<b>6—MISCELLANEOUS BUREAU</b>		
Compilation of Election Law; preparation annually of list of vacancies in all elective offices of State or counties; filing certificates of designations of candidates when district is greater than county; notification thereof to board of elections; tabulation of primary votes and notification of primary results to board of elections; tabulation of all votes in all districts above county officers; recording of Governor's appointments; filing of trade-marks; filing of statements of campaign expenses; licensing of peddlers travelling through the State and selling imported goods other than household provisions and groceries; and various other duties devolving upon the Secretary of State not assigned to other bureaus.		
Certification and Election Clerk (8th Grade)..... In charge of all work assigned to miscellaneous bureau.	1	1,800
Stenographer (6th Grade)..... Assistant to certification and election clerk; correspondence and other clerical work.	1	950
<b>3—Motor Vehicles Bureau</b>		
Examinations, licensing and registration of chauffeurs; recording convictions of chauffeurs for violations of motor vehicle law; registration by owners, of motor vehicles and issuance of certificates thereof; enforcement of provisions of motor vehicle law and apprehension of violators thereof.		
<b>1—ADMINISTRATION</b>		
Chief of Bureau (12th Grade)..... General supervision of the New York, Buffalo and Albany offices.	1	3,200
Clerk and Stenographer (6th Grade)..... Stenographer to chief of Bureau; keeps daily and monthly record of registrations and moneys received in three offices.	1	1,200
Stenographer (5th Grade)..... Dictation and correspondence; keeps record of supplies and printed matter and of liabilities incurred; makes schedule of accounts for payment.	1	900

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>SECRETARY OF STATE</b>		
<b>3—Motor Vehicles Bureau—Continued</b>		
<b>2—ALBANY OFFICE</b>		
<b>1—Administration</b>		
Receives all applications from and transacts all business with reference to the following counties: Albany, Broome, Chenango, Clinton, Columbia, Delaware, Dutchess, Essex, Franklin, Fulton, Green, Hamilton, Herkimer, Jefferson, Lewis, Madison, Montgomery, Oneida, Orange, Oswego, Otsego, Rensselaer, St. Lawrence, Saratoga, Schenectady, Schoharie, Sullivan, Ulster, Warren and Washington.		
Chief of Bureau.....		
Supervision of routine work of Albany office.		
Messenger (4th Grade).....	1	\$720
Transmission of messages; also operates multigraph.		
Cleaner @ \$420.....	2	840
Cleaning office.		
<b>2—Application and Examining Division</b>		
Stenographer (4th Grade).....	1	720
Examining applications; filling in forms for applications to be returned to senders.		
<b>3—Chauffeur Examining Division</b>		
Chauffeur Examiner (7th Grade).....	1	1,350
Chauffeur Examiner (7th Grade).....	1	1,300
Examining chauffeurs; handling chauffeurs' correspondence; keeping records of Albany district; conducting written and road tests.		
<b>4—Cashier's Division</b>		
Cashier (9th Grade).....	1	2,000
Receiving applications; keeping accounts of all moneys; examining applications made in person.		
Correspondence Clerk (7th Grade).....	1	1,430
Assisting cashier; in charge of all applications returned for correction.		
Clerk (5th Grade).....	1	900
Making statements of all moneys received for bank; making daily and monthly reports of moneys and applications received.		
<b>5—Shipping and Mailing Division</b>		
Laborer @ \$900.....	3	2,700
Handling and shipping of number plates and chauffeurs' badges.		

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>SECRETARY OF STATE</b>		
<b>3—Motor Vehicle Bureau</b>		
<b>2—ALBANY OFFICE—Continued</b>		
<b>6—Stenographic and Clerical Force</b>		
Engaged on clerical and stenographic work for the several divisions of the Albany office as occasion demands, including correspondence, filing, indexing, writing renewals, numbering applications, etc.		
Clerk (6th Grade).....	1	\$1,100
Clerk (5th Grade).....	1	900
Stenographer (4th Grade) @ \$720.....	5	3,600
Typewriter Copyist (4th Grade).....	1	720
Clerk (4th Grade) @ \$720.....	2	1,440
Stenographer (3rd Grade).....	1	600
<b>3—NEW YORK OFFICE</b>		
<b>1—Administration</b>		
Receives all applications from, and transacts all business with reference to the following counties: New York, Kings, Queens, Richmond, Nassau, Suffolk, Westchester, Rockland Putnam.		
Deputy Chief.....	1	2,700
General supervision of all departments of the New York office.		
Chauffeur (7th Grade).....	1	1,500
Supervises repairs of the automobiles of the Bureau; drives cars to and from the garage for use in examinations.		
Messenger (6th Grade).....	1	1,200
Carries records to and from the New York, Albany and Buffalo office.		
Watchman (5th Grade).....	1	900
Custodian of the office outside of business hours.		
<b>2—Application Examining Division</b>		
Clerk (6th Grade).....	1	1,200
Clerical work in connection with registration of automobiles and chauffeurs.		
Application Examiner (6th Grade).....	1	1,050
Examining applications received at the office for motor vehicle registrations and chauffeurs' licenses.		
Typewriter Copyist (4th Grade) @ \$720.....	2	1,440
Filing applications and writing renewals.		

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>SECRETARY OF STATE</b>		
<b>3—Motor Vehicle Bureau</b>		
<b>3—NEW YORK OFFICE—Continued</b>		
<b>3—Chauffeur Examining Division</b>		
Chief Examiner of Chauffeurs..... Supervises all chauffeur examinations; formulates questions to be used in such examinations.	1	\$2,000
Chauffeur Examiner (7th Grade) @ \$1,300..... Examine ehauffeurs as to their qualifications for operating motor vehicles.	3	3,900
Interpreter (6th Grade)..... Acts as interpreter in the chauffeur examination room.	1	1,050
Typewriter Copyist (4th Grade) @ \$720..... Chauffeur permits; writing license cards.	2	1,440
Stenographer-Translator (4th Grade)..... Stenographer to the interpreter.	1	720
<b>4—Transfer Division</b>		
Transfer Clerk (6th Grade)..... Supervises the transfer of all registrations made at the New York office; draws forms for the transaction of the business in connection therewith; assists deputy chief.	1	1,200
Stenographer (4th Grade) @ \$720..... Recording transfers and renewals.	5	3,600
Typewriter Copyist (4th Grade)..... General correspondence; assist transfer clerk.	1	720
<b>5—Cashier's Division</b>		
Cashier (9th Grade) @ \$2,000..... Receiving cash for all applications filed with the Bureau in connection with the registration of owners and chauffeurs.	2	4,000
Cashier (6th Grade)..... Receiving moneys for searches, certified copies and miscellaneous funds, received at this office.	1	1,000
Cashier (5th Grade)..... Receiving cash forwarded by mail for registrations.	1	800
Stenographer (4th Grade) @ \$720..... Assisting cashier and writing certificates.	2	1,440
Typewriter Copyist (4th Grade) @ \$720..... Writing certificates.	2	1,440

# ORGANIZATION AND FUNCTIONS

41

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>SECRETARY OF STATE</b>		
<b>3—Motor Vehicle Bureau</b>		
<b>3—NEW YORK OFFICE</b>		
<b>5—Cashier's Division — Continued</b>		
Bookkeeper (6th Grade) .....	1	\$1,200
Bookkeeper (4th Grade) @ \$720 .....	2	1,440
Keeping record of all moneys received for registrations, and general bookkeeping.		
<b>6—Shipping and Mailing Division</b>		
Laborer @ \$900 .....	10	9,000
Handling automobile license number plates; general labor in connection with the Bureau.		
Laborer .....	1	900
Delivers number plates to applicants.		
Shipping Clerk (5th Grade) @ \$900 .....	2	1,800
Handle records, documents, books, etc.; carries mail; shipping of number plates to applicants applying by mail.		
<b>7—Stenographic and Clerical Force</b>		
Engaged on clerical and stenographic work for the several divisions of the New York office as occasion demands, including correspondence, filing, indexing, writing renewals, etc.		
Clerk (8th Grade) .....	1	1,600
Stenographer (4th Grade) @ \$720 .....	5	3,600
Typewriter Copyist (4th Grade) @ \$720 .....	8	5,760
Stenographers (3rd Grade) @ \$600 .....	2	1,200
<b>4—BUFFALO OFFICE</b>		
<b>1—Administration</b>		
Receives all applications from, and transacts all business with reference to the following counties: Allegany, Cattaraugus, Cayuga, Chautauqua, Chemung, Cortland, Erie, Genesee, Livingston, Monroe, Niagara, Onondaga, Ontario, Orleans, Schuyler, Seneca, Steuben, Tioga, Tompkins, Wayne, Wyoming and Yates.		
Deputy Chief .....	1	2,700
General supervision of all departments of the Buffalo office.		
Stenographer and Chief Clerk (6th Grade) .....	1	1,200
In charge of all correspondence, incoming mail, postage and supplies; printed matter required by office.		
Typewriter Copyist (4th Grade) .....	1	720
Stenographer to deputy and chief clerk.		

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>SECRETARY OF STATE</b>		
<b>3—Motor Vehicle Bureau</b>		
<b>4—BUFFALO OFFICE</b>		
<b>1—Administration—Continued</b>		
Laborer.....	1	\$720
General watching during closed hours.		
Cleaner.....	1	420
General cleaning of office.		
<b>2—Application Examining Division</b>		
Stenographer (4th Grade) @ \$720.....	5	3,600
Examining chauffeurs' and owners' applications; issuing badges and licenses and preparing reports in connection therewith.		
<b>3—Chauffeur Examining Division</b>		
Chauffeur Examiner.....	1	1,200
Examining all applicants for chauffeurs' licenses; rating examination papers; passing upon ability to operate motor vehicles.		
<b>4—Cashier's Division</b>		
Cashier.....	1	2,000
In charge of all moneys received; signing all reports and checks on pending and exchange accounts.		
Stenographer (4th Grade).....	1	720
Issuing owners' certificates of registration and making reports pertaining to same.		
Bookkeeper (5th Grade).....	1	900
Making statements of all moneys received for banking; making daily and monthly reports of all moneys received and deposited.		
<b>5—Shipping and Mailing Division</b>		
Laborer @ \$900.....	6	5,400
Handling outgoing mail, registering chauffeurs' badges and licenses; shipping licensee number plates.		
Stenographer (4th Grade).....	1	720
Making parcel post labels and other work in connection with postage.		
<b>6—Stenographic and Clerical Force</b>		
Engaged on clerical and stenographic work for the several divisions of the Buffalo office as occasion demands, including correspondence, filing, indexing, writing renewals and transfers, operation of telephone, etc.		
Stenographer (6th Grade).....	1	1,000
Stenographer (4th Grade) @ \$720.....	3	2,160
Typewriter Copyist (4th Grade) @ \$720.....	2	1,440
Stenographer (4th Grade) @ \$720.....	2	1,440

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>SECRETARY OF STATE</b>		
<b>3—Motor Vehicle Bureau</b>		
<b>5—INVESTIGATING STAFF</b>		
Detection and apprehension of violators of motor vehicle law; investigation of character of chauffeurs and of complaints; this staff is under the immediate supervision of the chief of the Bureau and in certain cases, of the deputy chiefs when the work is closely allied with the activities of their respective offices.		
Chief Inspector of Automobiles (7th Grade) . . . . . Investigating character of chauffeurs and complaints; attends court in connection with Bureau business.	1	\$1,500
Inspectors (6th Grade) @ \$1,200 . . . . . Enforcing provisions of motor vehicle law; apprehends persons not legally registered and operating cars in violation of the law.	6	7,200



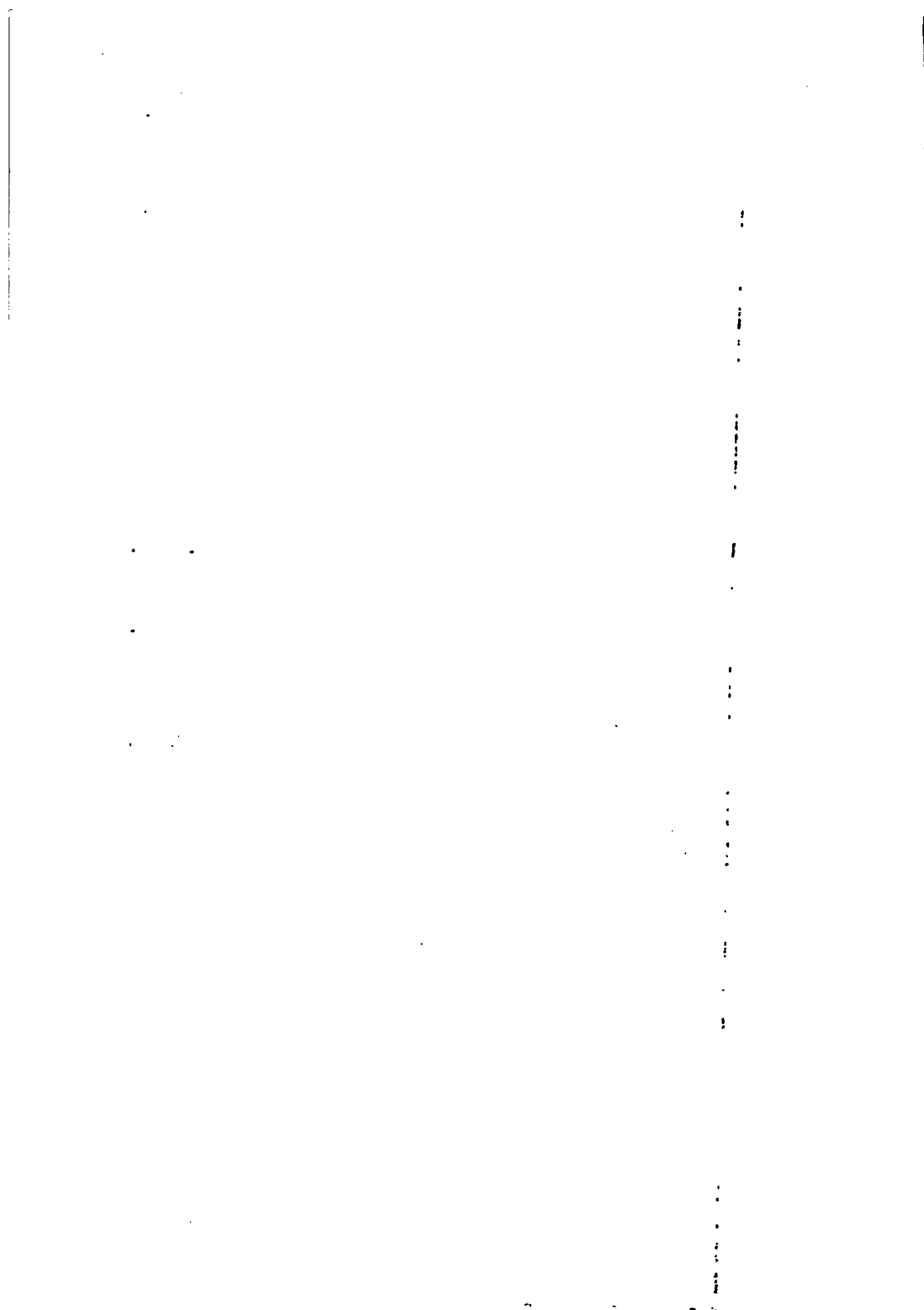


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## STATE COMPTROLLER

The State Comptroller is elected by the people for a term of two years; he is charged with the auditing of accounts and claims against the State and the proper recording of all financial transactions; is directed to supervise the sinking and trust funds; prepare appropriation, supply and special bills for presentation to the Legislature; handle matters relating to the imposition and collection of transfer taxes, corporation taxes, stock transfer taxes, and secured debt taxes and their respective penalties; supervise the county treasurer in respect to moneys received from mortgage taxes; examine fiscal affairs of State municipalities outside of New York city; examine court and trust funds; license and examine transatlantic steamship ticket agents; supervise the State printing. The State Comptroller is, ex-officio, a commissioner of the canal fund and the land office; a member of the State board of canvassers, canal board, State board of equalization of assessments, salary classification board, State printing board, board of estimate; a trustee of Union College. He also administers the finances of the Saratoga monument commission and appoints clerks for State prisons.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—General Administration.....	23	\$51,705
2—Finance Bureau.....	20	41,860
3—Audit Bureau.....	19	39,400
4—Land Tax Bureau.....	13	27,000
5—Transfer Tax Bureau.....	*19	34,700
6—Corporation Tax Bureau.....	19	36,900
7—Stock Transfer Tax Bureau.....	24	50,100
8—Secured Debt Tax Bureau.....	12	23,300
9—Mortgage Tax and Municipal Accounts Bureau.....	40	124,700
10—License Bureau.....	3	7,400
11—Bureau of Canal Affairs.....	11	21,115
12—Bureau of Highways.....	3	5,400
13—State Printing Board.....	5	8,630
Total on annual pay-roll basis.....	211	\$472,210

\* Fees are allowed from "Transfer Tax Receipts," in addition to the salary shown, estimated—on basis of Comptroller's 1913 report—to amount to, \$524,507.

DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>STATE COMPTROLLER</b>		
<b>1—General Administration</b>		
1—SUPERVISION.....	3	\$13,200
2—ALBANY OFFICE.....	9	25,805
3—NEW YORK OFFICE.....	11	12,700
<b>2—Financial Bureau.....</b>	20	41,860
<b>3—Audit Bureau</b>		
1—SUPERVISION.....	1	4,500
2—STATE DEPARTMENTS AND INSTITUTIONS.....	16	31,900
3—STATE HOSPITAL EMPLOYEES' RETIREMENT FUND.....	2	3,000
<b>4—Land Tax Bureau.....</b>	13	27,000
<b>5—Transfer Tax Bureau.....</b>	19	34,700
APPAISERS' SALARIES.....	35	† 104,400
APPAISERS' STENOGRAPHERS AND CLERKS SALARIES.....	47	† 75,420
ATTORNEYS' FEES, SALARIES, ETC.....		* 309,344
COUNTY TREASURER'S FEES.....		* 35,343
<b>6—Corporation Tax Bureau</b>		
1—ALBANY OFFICE.....	15	27,400
2—NEW YORK OFFICE.....	4	9,500
<b>7—Stock Transfer Tax Bureau</b>		
1—ALBANY OFFICE.....	1	1,400
2—NEW YORK OFFICE.....	23	48,700
<b>8—Secured Debt Tax Bureau</b>		
1—ALBANY OFFICE.....	2	4,200
2—NEW YORK OFFICE.....	10	19,100
<b>9—Mortgage Tax and Municipal Accounts Bureau</b>		
1—SUPERVISION.....	4	8,900
2—MORTGAGE TAXES.....		
3—MUNICIPAL ACCOUNTS.....	15	** 50,700
4—COURT AND TRUST FUNDS.....	18	59,700
5—PRIVATE DETECTIVE AGENTS.....	3	5,400
<b>10—License Bureau.....</b>	3	7,400
<b>11—Bureau of Canal Affairs.....</b>	11	21,115
<b>12—Bureau of Highways.....</b>	3	5,400
<b>13—State Printing Board.....</b>	5	8,630

\* NOTE.— The amounts shown as attorney's fees and salaries, and as county treasurer's fees, represent the amounts paid during the year 1913, as shown in the comptroller's annual report, and are included herein as an estimate for the year 1914.

† Paid on a definite pay-roll basis out of "Transfer Tax Receipts." \*\* Estimated.

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE COMPTROLLER</b>		
<b>1—General Administration</b>		
<b>1—SUPERVISION</b>		
State Comptroller..... General administration of the affairs of the Comptroller's office.	1	\$8,000
Secretary to State Comptroller (Exempt)..... In charge of confidential correspondence of Comptroller; general secre- tarial duties.	1	4,000
Stenographer to Comptroller (Exempt)..... Dictation and correspondence of Comptroller and secretary.	1	1,200
<b>2—ALBANY OFFICE</b>		
Deputy Comptroller (Exempt).....	1	6,000
Deputy Comptroller (Exempt).....	1	5,000
Deputy Comptroller and Warrant Clerk (12th Grade)..... Duties not defined by statute; assist in general administration of depart- ment; act in absence or disability of Comptroller, but without power of removal or appointment; under the direction of the Comptroller. Each deputy is assigned to the supervision of two or more bureaus.	1	5,000
Stenographer to Deputy (8th Grade)..... Dictation and correspondence of deputies.	1	1,800
Laborer.....	1	1,200
Junior Clerk (4th Grade)..... Miscellaneous office work; messenger service.	1	720
Stenographer (4th Grade)..... Dictation, correspondence, filing, etc.	1	720
Night Watchman (2nd Grade)..... Night watch and caretaker of building.	1	365
Chauffeur..... Operation and care of department automobile.	1	1,500
Temporary Services (Unassigned).....		2,000
Counsel (Unassigned).....		1,500
<b>3—NEW YORK OFFICE</b>		
Deputy Comptroller (Exempt)..... General supervision of the work in the three bureaus in New York City.	1	5,000
Confidential Agent (Exempt)..... Confidential investigations in New York City as directed by Comptroller or deputies.	1	1,500
Transfer Agent (Exempt)..... Official representative of the Comptroller in transfer of securities.	1	1,200

TITLES, FUNCTIONS AND ACTIVITIES	No. employeet	Amount per year
<b>STATE COMPTROLLER</b>		
<b>1—General Administration</b>		
<b>3—NEW YORK OFFICE — Continued</b>		
Laborer (\$2.50 per diem).....	6	\$5,000*
Laborer (\$2.00 per diem).....	1	
Cleaner (\$2.50 per diem).....	1	
General office work; messenger service, caretaker of offices.		
<b>2—Finance Bureau</b>		
Direct supervision over auditing and payment of all accounts against the State and the payment of salaries; handles all financial transactions including supervision of the sinking funds, trust funds and bond sales.		
Voucher Clerk (12th Grade).....	1	4,000
Supervises the examination and audit of vouchers against the general fund of the State including disbursement vouchers of State institutions.		
Document Clerk (12th Grade).....	1	3,500
Files vouchers and documents; purchases stationery for certain departments as provided by law.		
Assistant Deputy and Assistant Warrant Clerk (12th Grade) ..	1	3,500
Supervises preparation of accounts for payment and drawing of warrants on the treasurer; countersigns receipts and checks in payment of accounts.		
Chief Accountant (11th Grade).....	1	2,500
Has general charge of bookkeeping department; keeps the general ledgers containing all accounts of the State and records of collections of taxes from county treasurers.		
Clerk (11th Grade).....	1	3,000
Audits accounts of State prisons.		
Stenographer and Correspondence Clerk (11th Grade).....	1	3,000
Is general hearing stenographer for the department; supervises opening of mail and its distribution to various bureaus.		
Clerk and Assistant Deputy (10th Grade).....	1	2,400
Assists in bookkeeping department and in signing checks and receipts.		
Entry Clerk (9th Grade).....	1	2,100
Enters warrants drawn on the treasurer; handles payrolls of State employees, and enters checks drawn by the treasurer.		
Clerk (8th Grade) @ \$1,800.....	4	7,200
Clerk (7th Grade).....	1	1,500
Assisting voucher and entry clerks; entering miscellaneous receipts received from State departments, boards and commissions; preparing schedules for warrants; examining vouchers and warrants; checking payrolls.		
Stenographer and Clerk (8th Grade).....	1	1,800
Stenographer to deputy comptroller; prepares payrolls to be attached to warrants.		

\* Estimated.

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>STATE COMPTROLLER</b>		
<b>2—Finance Bureau—Continued</b>		
Stenographer (8th Grade)..... Stenographer to deputy comptroller and general stenographic work.	1	\$1,800
Stenographer (8th Grade)..... Stenographer to secretary; general stenographic work.	1	1,600
Filing Clerk (7th Grade)..... Filing correspondence.	1	1,500
Stenographer (6th Grade)..... Indexes payments of State accounts and keeps card index.	1	1,200
Page (1st Grade)..... Assistant mailing clerk; general messenger service.	1	360
Bookkeeper (5th Grade)..... General office work.	1	900
<b>3—Audit Bureau</b>		
Audits orders of State institutions, boards, commissions and departments and passes upon contracts for maintenance of State institutions; maintains the appropriation and retirement fund accounts; prepares appropriation, supply and special bills for presentation to the Legislature; also a compilation of the former in tabulated form with comparative data and estimates of income for transmission to the Governor and to the Legislature; prepares statistics for the annual report of the Comptroller.		
<b>1—SUPERVISION</b>		
Auditor to Comptroller (12th Grade)..... General supervision of Bureau.	1	4,500
<b>2—STATE DEPARTMENTS AND INSTITUTIONS</b>		
Assistant Auditor (12th Grade)..... Preparation of appropriation and supply and special bills; compiling the foregoing in tabulated form with estimates of income for transmission to the Governor and Legislature; tabulations of statistics for annual report of State Comptroller.	1	3,600
Examiner (12th Grade)..... Examining and auditing accounts of State charitable institutions.	1	3,600
Confidential Examiner (Exempt)..... Examining books, papers, and documents of a confidential nature.	1	4,200
Legal Examiner (Exempt)..... Examining contracts for maintenance executed by State institutions.	1	2,400



TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE COMPTROLLER</b>		
<b>3—Audit Bureau</b>		
<b>2—STATE DEPARTMENTS AND INSTITUTIONS — <i>Continued</i></b>		
Confidential Record Clerk (Exempt).....	1	\$3,500
Examines books, papers and documents of a confidential nature.		
Assistant to Auditor (10th Grade).....	1	2,400
In charge of the accrual system branch of the bureau.		
Clerk (8th Grade).....	1	1,800
Operates reserve ledger containing executive, administrative, legislative and regulative classifications of the State government.		
Clerk (8th Grade).....	1	1,800
Engaged on estimates of expenditures proposed by hospital commission and orders applying thereon.		
Clerk (7th Grade).....	1	1,500
Preparing appropriation, supply and special bills and annual report of State Comptroller.		
Stenographer (7th Grade).....	1	1,400
General stenographic work; also typing retirement fund reports.		
Clerk (6th Grade).....	1	1,200
Operates reserve ledger containing the general, defensive, constructive and judicial classifications of the State government.		
Clerk (5th Grade).....	1	900
Operates register of orders placed, contracts executed, ledger showing moneys in custody of county treasurers for highway improvements.		
Junior Clerk (5th Grade).....	1	900
Operates reserve ledger containing the educational and agricultural class- ifications of the State government.		
Junior Clerk (5th Grade) @ \$900.....	2	1,800
Examination of estimates of expenditures proposed by hospital commis- sion, charitable institutions, and prison department.		
Stenographer (5th Grade).....	1	900
Examination of orders and estimates of fiscal supervisor; general steno- graphic work.		
<b>3—STATE HOSPITAL EMPLOYEES' RETIREMENT FUND</b>		
Clerk (8th Grade)*.....	1	1,800
Clerk (6th Grade)*.....	1	1,200
Engaged in the accounting, record keeping and correspondence of retire- ment fund.		

\*Paid from the fund.

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE COMPTROLLER</b>		
<b>4—Land Tax Bureau</b>		
The work of this Bureau relates principally to matters pertaining to the taxation of real property of individuals and corporations and of State lands in the counties embracing portions of the forest preserve; to matters relating to State aid for the repair and maintenance of town and county highways, and to the supervision of the United States deposit fund.		
Chief Clerk (12th Grade)..... General management and supervision of Bureau.	1	\$4,500
Clerk (11th Grade)..... Charge of matters relating to United States deposit fund mortgages.	1	2,700
Tax Clerks (10th Grade) @ \$2,400..... Charge of matters relating to admission and rejection of taxes on non-resident lands and transcripts thereof, and preparing deeds of lands sold at tax sales; admission and rejection of taxes on State lands; examining assessment rolls and approving or disapproving assessments; reporting on matters referred by commissioners of land office; entering receipts in tax and redemption diaries; posting tax and sales books and deed book.	3	7,200
Tax Clerk (9th Grade)..... Examines and checks searches, tax bills and work of other clerks in Bureau.	1	2,000
Leveler (8th Grade)..... Examines and files maps; verifies computations of surveys; prepares copies of maps and surveys; makes searches for taxes and tax sales of lands.	1	1,800
Clerks (8th Grade) @ \$1,800..... Computations and records relative to State aid for the repair of highways; making searches for unpaid taxes and tax sales of lands; preparing tax bills; filing and general office work.	3	5,400
Stenographers (6th Grade) @ \$1,200..... General stenography and typewriting; keeping records relative to United States deposit fund mortgages; indexing search book.	2	2,400
Junior Clerk (6th Grade)..... Assists on annual tax and rejection books; general office work.	1	1,000
<b>5—Transfer Tax Bureau</b>		
Imposition and collection of the transfer taxes and penalties as per the requirements of the Transfer Tax Law, Article X, Sections 220-245.		
Assistant Chief Clerk (12th Grade)..... Supervision of Bureau and also in charge of appeals and correspondence with attorneys and appraisers relative to legal questions arising in the appraisal of estates for transfer tax purposes.	1	5,000
Attorney (12th Grade)..... Examines reports of county transfer tax appraisers; attends opening of safe deposit boxes in Albany county estates.	1	3,600

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE COMPTROLLER</b>		
<b>5—Transfer Tax Bureau—Continued</b>		
Clerk (11th Grade)..... Examines and certifies quarterly reports from county treasurers who act as appraisers; receives taxes; checks up bills of appraisers and attorneys and attends to correspondence relative thereto.	1	\$2,500
Recording Clerk (9th Grade)..... Bookkeeper in charge of county tax receipts paid to the Comptroller; computes interests and discount.	1	2,100
Transfer Tax Expert (8th Grade)..... Charge of correspondence relative to the collection of tax on delinquent estates.	1	1,800
Examiner of Values (8th Grade)..... Furnishes quotations of stocks and bonds to attorneys and appraisers; checks up valuations in reports of appraisers.	1	1,800
Clerk (8th Grade)..... Keeps card index of reports and taxing orders; examines reports for waivers issued.	1	1,800
Clerk (8th Grade)..... Examines quarterly reports of surrogates and indicates probable taxable estates; corresponds relative to temporary and final receipts.	1	1,800
Clerk (8th Grade)..... Issues waivers for the transfer of funds in bank, stocks, bonds or other securities belonging to the estates of resident decedents; keeps record of petty cash receipts.	1	1,800
Clerk (8th Grade)..... Draws temporary and final receipts for tax received from the counties which pay direct to the Comptroller; records bills in attorneys' payment book.	1	1,800
Clerk (7th Grade)..... Indexes and files correspondence.	1	1,500
Stenographer (7th Grade)..... Special dictation and legal work.	1	1,500
Clerk (6th Grade)..... Copies monthly ledger accounts to be filed with State Treasurer; makes card index of estates from surrogates' reports.	1	1,200
Stenographers (6th Grade) @ \$1,200..... Assists in issuing waivers for transfer of money in banks, stocks, bonds; general dictation and correspondence.	3	3,600
Stenographers (6th Grade) @ \$1,000..... General dictation and correspondence.	2	2,000
Clerk (5th Grade)..... Filing reports, orders and papers of transfer tax bureau.	1	900

NOTE.—In addition to the employees paid from appropriations, the comptroller appoints clerks, stenographers, appraisers and attorneys in the several counties throughout the State. Appraisers, clerks and stenographers are provided for by sections 229 and 234 of the Tax Law. Attorneys are appointed pursuant to section 235 of the Tax Law, and paid from the transfer tax receipts. In counties in which the appraiser is not salaried the county treasurer acts and receives fees (section 237 of Tax Law).

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE COMPTROLLER</b>		
<b>6—Corporation Tax Bureau</b>		
<p>The business of this Bureau is to locate so far as possible all taxable corporations; obtain such evidence as is necessary to levy taxes; make the assessments and send notices thereof; keep books of account; collect taxes; hear appeals for reduction of taxes and determine the same; issue warrants for unpaid taxes; report recalcitrant companies to Attorney-General; all as provided by Sections 181 to 207, inclusive, of the Tax Law. The Bureau also handles matters relating to reductions of capital stock as provided by Section 64 of the Stock Corporation Law.</p>		
<b>1—ALBANY OFFICE</b>		
Chief Clerk (12th Grade) . . . . .	1	\$4,500
General charge of the work and correspondence of the Bureau; hears appeals from assessments; arranges calendars for hearings on appeal; determines all revisions subject to approval of the deputy in charge and prepares matters for Attorney-General upon review by certiorari.		
Assistant Corporation Tax Commissioner (11th Grade) . . . . .	1	2,500
Assistant to chief clerk; acting in his absence and assessing taxes upon reports submitted.		
Clerk (10th Grade) . . . . .	1	2,300
Acts as an assessor and managing clerk and has charge of the cash schedules.		
Corporation Tax Commissioner (Exempt) . . . . .	1	2,000
Examiner of cases submitted and reports with testimony or evidence taken to the home office.		
Clerk (9th Grade) . . . . .	1	2,000
Has charge of the assessment and entry of foreign license fees under section 181 of the Tax Law; acts as file searcher and makes up cash sheets for transfer to State Treasurer.		
Clerk (9th Grade) . . . . .	1	1,900
General bookkeeper.		
Clerk (8th Grade) . . . . .	1	1,800
Clerk (8th Grade) . . . . .	1	1,600
Verifying the basis of assessment determined by the clerks; assisting in billing and bookkeeping and general office work.		
Stenographer (8th Grade) . . . . .	1	1,600
Dictation and correspondence of the Bureau; has clerical charge of Bureau for account and records of examinations of reductions of capital stock.		
Clerk (7th Grade) . . . . .	1	1,400
Billing and posting accounts.		
Clerk (7th Grade) . . . . .	1	1,300
Checks the mathematical calculations on all assessments and assists in filing.		

TITLES FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>STATE COMPTROLLER</b>		
<b>6—Corporation Tax Bureau</b>		
1—ALBANY OFFICE— <i>Continued</i>		
Clerk (6th Grade) @ \$1,200..... Billing and posting accounts; filing and indexing searches and Bureau papers.	3	\$3,600
Junior Clerk (5th Grade)..... Billing and posting accounts.	1	900
2—NEW YORK OFFICE (165 Broadway)		
Corporation Tax Commissioner (Exempt)..... Receives commissions; examines witnesses and reports and makes returns thereon to Albany office.	1	4,000
Stenographer (11th Grade)..... Dictation and correspondence; also attending hearings and transcribing evidence.	1	2,500
Special Corporation Tax Commissioner (Exempt)..... Locating delinquent corporations; serving subpoenas.	1	1,800
Laborer..... General office work; messenger service; filing and indexing.	1	1,200
<b>7—Stock Transfer Tax Bureau</b>		
Supervision over the collection of stock transfer taxes as provided for in chapter 241, Laws of 1905, with amendments thereto.		
1—ALBANY OFFICE		
Stenographer (7th Grade)..... Answering correspondence; checking reports of examiners; care of stamp account; recording refund schedules; filing and indexing.	1	1,400
2—NEW YORK OFFICE		
Chief Clerk..... Supervising work of examiners; approving accounts and advising with examiners regarding reports and examinations.	1	4,000
Legal Examiner and Investigator (12th Grade)..... Examining refund claims and advising with chief clerk regarding legal points raised in the workings of the law.	1	3,500
Stenographer (6th Grade)..... General dictation; filing of correspondence and reports.	1	1,200
Examiner (Exempt) @ \$2,000..... Examination of the records of corporations, transfer agents and persons engaged in the brokerage business to determine that the accounts are kept in accordance with law and that payment of required tax is made; making reports on examinations; investigating refund claims.	20	40,000

TITLES FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE COMPTROLLER</b>		
<b>8—Secured Debt Tax Bureau</b>		
Collection of the tax due the State through the operation of the secured debt tax (Article 15 of the Tax Law) and the affixing of stamps to the securities involved in evidence thereof.		
<b>1—ALBANY OFFICE</b>		
Chief Clerk (Exempt).....	1	\$3,000
Examination and registration of securities; receiving, depositing and rendering monthly accounting of tax receipts; approving and receiving bonds of depositories in Albany and New York; prescribing regulations for tax payments; custodian of tax stamps and records thereof; handling correspondence relating to application of law to debts and their registration; receiving callers.		
Stenographer (6th Grade).....	1	1,200
Dictation and correspondence; filing and indexing papers and documents; recording debts upon which tax is paid at Albany office; affixes dates and cancels stamps; general office work.		
<b>2—NEW YORK OFFICE</b>		
Chief Clerk (Exempt).....	1	3,500
Examination and registration of securities; receiving, depositing and accounting for tax receipts; custodian of stamps; handling correspondence relative to application of law to debts and their registration; receives visitors.		
Stenographer (9th Grade).....	1	2,100
Dictation and correspondence; assisting chief clerk in office routine.		
Examiners (8th Grade) @ \$1,800.....	4	7,200
Examine securities and pass on descriptions of securities to determine if they require registration and if the descriptions are complete and satisfactory.		
Cashier (Exempt).....	1	1,800
In charge of the sale of tax stamps; receives records; deposits daily; and renders accounting to Comptroller monthly of all sale proceeds.		
General Indexer (8th Grade).....	1	1,800
Bond Indexer (6th Grade).....	1	1,200
Indexer (5th Grade).....	1	900
Indexing descriptions of securities upon which tax is paid.		
Unassigned.....		600
<b>9—Mortgage Tax and Municipal Accounts Bureau</b>		
Supervision and direction over county treasurers, in connection with the moneys received by them from the recording officers on account of mortgage taxes (the board of tax commissioners has supervision over the recording officers). The Bureau enforces the uniform system of accounts prescribed by the Comptroller; makes examinations of the accounts of county and municipal officials; receives, approves and files bonds of recording officers and county treasurers.		

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>STATE COMPTROLLER</b>		
<b>9—Mortgage Tax and Municipal Accounts Bureau—Cont'd</b>		
<b>1—SUPERVISION</b>		
Chief Accountant (12th Grade).....	1	\$3,500
General supervision; directs work of examiners of municipal accounts and funds and of detective agents; handles correspondence of Bureau; supervises preparation of forms and accounting system data for county and municipal officials; attends conferences; supervises the preparation of statistical reports; receives callers.		
Clerk (10th Grade).....	1	2,400
Assists chief accountant in routine work of Bureau.		
Clerk (8th Grade).....	1	1,800
Verifies the accuracy of reports of local officials; compiles statistics; distributes departmental blank forms to officials and correspondence relating thereto.		
Stenographer (6th Grade).....	1	1,200
Dictation and correspondence; filing and indexing papers, records and reports.		
<b>2—MORTGAGE TAXES</b>		
No employees are assigned exclusively to this division but the duties of the office are performed by clerks of the general office of the Bureau. (See 1—Supervision).		
<b>3—MUNICIPAL ACCOUNTS</b>		
The Comptroller is authorized by article 3 of the General Municipal Law to examine the accounts of municipalities of the second and third class and to prescribe a uniform system of accounts; he is also required to compile from their reports a comparative statement of municipalities for presentation to the Legislature.		
Examiner (12th Grade) @ \$15 per diem.....	2	*9,000
Examiner (12th Grade) @ \$14 per diem.....	1	*4,200
Examiner (12th Grade) @ \$12 per diem.....	4	*14,400
Examiner (12th Grade) @ \$11 per diem.....	1	*3,300
Examiner (11th Grade) @ \$10 per diem.....	4	*12,000
Examiner (11th Grade) @ \$9 per diem.....	2	*5,400
Examiner (10th Grade) @ \$8 per diem.....	1	*2,400
The Comptroller is authorized to employ not more than fifteen examiners for the purpose of examining the accounts and fiscal affairs of the counties, cities, towns and villages named in the law. The examinations include the verifications of all transactions as to (1) mathematical accuracy, (2) legal authority and supporting vouchers. All claims against the municipality are similarly examined and the bonds and undertakings of officials and depositaries are examined as to form and manner of execution, approval and filing. A copy of the examiner's report to the Comptroller is filed with the chief fiscal officer of the municipality examined.		

\* Estimated on basis of 300 days.

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE COMPTROLLER</b>		
<b>9—Mortgage Tax and Municipal Accounts Bureau</b>		
<b>4—COURT AND TRUST FUNDS</b>		
Examiner (Exempt) @ \$15 per diem .....	1	\$4,500
Examiner (Exempt) @ \$14 per diem .....	1	4,200
Examiner (Exempt) @ \$12 per diem .....	5	18,000
Examiner (Exempt) @ \$10 per diem .....	11	33,000
Examination of the canal and trust fund accounts of each county of the State as per the requirements of section 43, Executive Law and of section 4, subdivision 8 of the Finance Law by which the Comptroller is charged with the supervision of the administration of such funds.		
<b>5—PRIVATE DETECTIVE AGENTS</b>		
Controlling by examining, bonding, licensing, persons, firms or corporations desiring to engage in the business of private detectives; article 7 of the Business Law.		
Detective Agents (8th Grade) @ \$1,800 .....	3	5,400
Investigating applications to determine accuracy of statements and fitness of applicants; investigating complaints and law violations.		
<b>10—License Bureau</b>		
Licensing private bankers and transatlantic steamship ticket agents and the examination and supervision of private banks and bankers and investigation of violations of the steamship ticket agent law.		
Supervising Examiner (Exempt) .....	1	3,500
Supervises the work of examination and investigation of private banks and bankers and steamship ticket agents.		
Clerk (11th Grade) .....	1	2,700
Chief clerk; secretary to supervising examiner; handles all correspondence, legal papers, surety bonds, securities, etc.		
Stenographer (6th Grade) .....	1	1,200
General stenographic work; filing correspondence, reports and statements, legal papers, court orders, etc.		
<b>11—Bureau of Canal Affairs</b>		
Supervision of the financial transactions of the State so far as they relate to the canals.		
Chief Clerk (11th Grade) .....	1	3,000
Supervision of the work of the Bureau.		
Clerk (10th Grade) .....	1	2,400
Clerk (9th Grade) .....	1	2,000
In charge of the records and accounts in the Comptroller's office relating to the superintendent of public works and the bookkeeping in connection therewith.		



TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>STATE COMPTROLLER</b>		
<b>11—Bureau of Canal Affairs—Continued</b>		
Stenographer (8th Grade)..... Dictation and correspondence and filing records of canal board.	1	\$1,800
Night Watchman (2nd Grade)..... Night watch and caretaker.	1	365
Special Auditor (Exempt)..... Travels along the line of the canals; inspects contracts and makes reports thereon.	1	4,500
Confidential Examiner (8th Grade)..... Examines contractors' estimates; checks the State engineer and surveyor's approval.	1	1,800
Clerk (9th Grade)..... Examines the accounts of State engineer and surveyor and keeps the books in which the engineer's accounts are entered.	1	2,000
Clerk (6th Grade)..... Filing papers and documents; indexing and miscellaneous office work.	1	1,000
Laborer..... Has charge of document room.	1	750
Consulting Expert (7th Grade)..... Advises in regard to engineering and technical matters in connection with estimates, etc.	1	1,500
<b>12—Bureau of Highways</b>		
Auditing the accounts of highway department as filed with Comptroller; examination of contracts for construction and maintenance of highways; payment of estimates; filing of liens and assignments.		
Highway Audit Clerk (11th Grade)..... Examination of contracts and supplementary agreements; estimates payments; auditing expense accounts and payrolls of employees of department of highways.	1	3,000
Typewriter Copyist (6th Grade)..... General stenographic work.	1	1,200
Messenger (6th Grade)..... General office work and messenger service.	1	1,200
<b>13—State Printing Board</b>		
Has control of all printing done for the State and is empowered to make such general and special regulations in reference thereto as may be deemed advisable. The board is composed of three ex officio members, the Secretary of State, the Comptroller and the Attorney-General. They receive		

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE COMPTROLLER</b>		
<b>13—State Printing Board—<i>Continued</i></b>		
no compensation for their services as members of the State printing board. The employees required to perform the clerical and stenographic work of the board are attached to the State printing division of the Comptroller's office and are paid from funds appropriated for that office. (See organization chart of Comptroller's office.)		
Printing Expert (12th Grade) . . . . . General supervision of Bureau including checking and approving printing bills.	1	\$3,500
Proofreader (8th Grade) . . . . . Assistant to chief clerk, checking bills; proofreading, etc.	1	1,800
Clerk (7th Grade) . . . . . Indexing and filing; keeping records of stock transfer, stock paper and bond paper.	1	1,500
Stenographer (7th Grade) . . . . . Prepares printing orders; general stenographic work.	1	1,350
Page (2nd Grade) . . . . . Stamping, checking and completing orders; general messenger service.	1	480

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PREPARED BY  
NEW YORK STATE DEPARTMENT OF OFFICIENCY AND ECONOMY  
NEW YORK BUREAU OF MUNICIPAL RESEARCH  
MONTICELLO, N.Y.

**TREASURER.**

TREASURER - 1 - \$6,000.  
DEPUTY - 1 - 5,000.  
EMPLOYEES - 2 - 2,400.  
13,400.

Receives all moneys paid into the treasury of the State.  
Pays all warrants drawn by the Comptroller on the Treasury.  
Makes annual report to the Legislature.

**CASHIER**

CASHIER 1 \$3,300.  
ASST CASHIER 1 2,500.  
5,800.

Handling cash, making deposits, keeping accounts of cash.

**CHECK CLERK**

CHECK CLERK - 1 - \$3,300  
CLERK - 1 - 1,500  
4,800

Issuing checks against State funds, keeping accounts of appropriations of the various State departments.

**ACCOUNTING**

ACCOUNTANT - 1 - \$2,700.  
EMPLOYEES - 3 - 4,800  
7,500

Keeping books of account and records of transfers of securities of insurance companies.  
Inheritance tax returns.  
File fines, receipts of Notary Public fees, organ donation taxes. Filing warrants etc.

STATE TREASURER

Constitutional officer, chosen at a general election at the time and place of electing the Governor and Lieutenant-Governor. Term of office two years. Custodian of all moneys paid into the State Treasury, also custodian of Insurance Fund and other special department funds. Is ex-officio Commissioner of the Land Office, Commissioner of the Canal Fund, Member of the Canal Board, Member of the State Board of Canvassers, Trustee of Union College, Member of the State Board of Equalization of Assessments and one of the officers to designate the State paper.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—Administration . . . . .	4	\$13,400
2—Cashier . . . . .	2	5,800
3—Check Clerk . . . . .	2	4,800
4—Accounting . . . . .	4	7,500
Total on annual pay-roll basis . . . . .	12	\$31,500

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE TREASURER</b>		
<b>1—Administration</b>		
<b>Treasurer</b> . . . . . General supervision, receives all moneys paid into the treasury of the State, pays all warrants drawn by the Comptroller on the treasury, and annually reports to the Legislature an exact statement of the balance in the treasury at the close of the preceding fiscal year with a summary of the receipts into and payments from the treasury during such year.	1	\$6,000
<b>Deputy Treasurer (Exempt)</b> . . . . . Acts in absence of treasurer; general supervision of work of department.	1	5,000
<b>Stenographer (6th Grade)</b> . . . . . Dictation and typewriting; charge of correspondence of administrative office.	1	1,200
<b>Messenger (6th Grade)</b> . . . . . Messenger service, assists in office work.	1	1,200
<b>2—Cashier</b>		
<b>Cashier (Exempt)</b> . . . . . Receives and deposits cash; keeps record of deposits in State banks.	1	3,300
<b>Assistant Cashier (11th Grade)</b> . . . . . Enters cash receipts in day book; assists cashier.	1	2,500
<b>3—Check Clerk</b>		
<b>Check Clerk (12th Grade)</b> . . . . . Issues or supervises the issuance of all checks; keeps account of appropriations of the various State departments.	1	3,300
<b>Clerk (7th Grade)</b> . . . . . Assistant to check clerk; fills out checks, makes entries of payments, etc.	1	1,500
<b>4—Accounting</b>		
<b>Accountant and Transfer Officer (11th Grade)</b> . . . . . General bookkeeper; has charge of transfers of securities by insurance companies.	1	2,700
<b>Chief Clerk (8th Grade)</b> . . . . . Has charge of collateral inheritance tax book, automobile fines and receipts of notary public fees from county clerks.	1	1,800
<b>Warrant Clerk (7th Grade)</b> . . . . . Files warrants, enters corporation receipts; keeps record of surety bonds of banks for State deposits.	1	1,500
<b>Clerk (7th Grade)</b> . . . . . Keeps record of new organizations and taxes of same; issues receipts for such taxes, etc.	1	1,500

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**THE DEPARTMENT OF ATTORNEY-GENERAL**

The law office of the State as prescribed by the Constitution. The Attorney-General is chosen at a general election at the time and place of electing the Governor and the Lieutenant-Governor, and holds office for a term of two years. He is the legal advisor in conducting the affairs of the State in its various branches, in all but criminal actions.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—General Administration.....	5	\$17,500
2—Albany Office.....	58	152,746
3—New York Office.....	24	51,750
Total on annual pay-roll basis.....	87	\$221,996



DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>ATTORNEY-GENERAL'S OFFICE</b>		
1—General Administration.....	5	\$17,500
2—Albany Office		
1—ADMINISTRATION.....	1	7,000
2—LEGAL		
1—General.....	10	42,500
2—Board of Claims Bureau		
1—LEGAL.....	4	14,130
2—STENOGRAPHIC.....	1	1,500
3—Conservation Commission Bureau		
1—LEGAL.....	7	25,800
2—STENOGRAPHIC.....	3	4,050
4—Title Bureau		
1—LEGAL.....	8	20,500
2—STENOGRAPHIC.....	1	1,200
5—State Hospital Bureau.....	2	6,000
6—Agricultural Department Bureau.....	1	3,000
7—Opinion Bureau.....	1	3,000
3—STENOGRAPHIC.....	10	12,416
4—OFFICE		
1—General.....	4	5,116
2—Records and Files.....	3	3,534
3—Library.....	1	1,500
4—Financial.....	1	1,500
3—New York Office		
1—ADMINISTRATION.....	1	6,500
2—LEGAL		
1—General.....	9	20,000
2—State Hospital Bureau.....	3	9,300
3—Special Franchise Tax Bureau.....		
4—New York City Election Bureau.....	1	4,000
3—STENOGRAPHIC.....	7	8,850
4—OFFICE		
1—General.....	3	3,100
2—Records and Files.....		
3—Library.....		

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>ATTORNEY-GENERAL'S OFFICE</b>		
<b>1—General Administration</b>		
Attorney-General.....	1	\$10,000
Prosecute and defend all actions in which the State is interested and have charge and control of the legal business of the officers and departments of the State. Whenever required by the Governor, he must attend terms of the supreme court or before the grand jury thereof, for the purpose of managing and conducting such criminal actions or proceedings as shall be specified in such requirement.		
The Attorney-General is a commissioner of the land office and of the canal fund, a member of the canal board, the State board of canvassers, the State board of equalization of assessments, the State printing board, the State board of estimate, an ex-officio member of the board of trustees of Union College, and the State Soldiers and Sailors' Home at Bath, N. Y. The Attorney-General in person or by deputy attends each session of the board of claims on behalf of the State.		
Private Secretary (Exempt).....	1	2,500
Secretarial duties.		
Stenographer (Exempt).....	1	1,500
Takes dictation and typewrites correspondence for the Attorney-General.		
Confidential Clerk (Exempt).....	1	2,000
Has charge of office matters that are of a confidential nature.		
Confidential Messenger (Exempt).....	1	1,500
Delivers messages of a confidential nature and assists the confidential clerk.		
<b>2—Albany Office</b>		
<b>1—ADMINISTRATION</b>		
First Deputy (Exempt).....	1	7,000
In the absence of the Attorney-General, the first deputy assumes his duties. Ordinarily he acts as the manager and will engage in such cases as his legal knowledge and conditions permit.		
<b>2—LEGAL</b>		
<b>1—General</b>		
Second Deputy (Exempt).....	1	6,000
Is second in authority to the Attorney-General; functions are similar.		
Deputy (Exempt).....	1	5,500
Deputy (Exempt).....	1	5,000
Deputies (Exempt) @ \$4,000.....	2	8,000
Deputies (12th Grade) @ \$4,000.....	2	8,000
Deputies (Exempt) @ \$3,500.....	2	7,000
Deputy (11th Grade).....	1	3,000
Prepare all necessary papers and to appear in court for the prosecution or defense of cases in which the State is interested, under the general direction of the Attorney-General and the first deputy. To prepare opinions when designated to do so. To assist in any of the bureaus as conditions may demand, assignments to which are not always regular, but depend on conditions.		

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>ATTORNEY-GENERAL'S OFFICE</b>		
<b>2—ALBANY OFFICE</b>		
<b>2—LEGAL — Continued</b>		
<b>2—Board of Claims Bureau</b>		
<b>1—LEGAL</b>		
Third Deputy (Exempt) . . . . .	1	\$5,000
Designated by the Attorney-General to defend all cases brought against the State of New York in the board of claims, the only place in which the State may be sued.		
Deputy (12th Grade) . . . . .	1	3,500
Assist the third deputy in the defense of claims.		
Attorney . . . . .	1	3,130
Assists the deputies and prepares cases on appeal.		
Examiner of Titles (11th Grade) . . . . .	1	2,500
Makes searches of title to property in cases brought before the board of claims.		
<b>2—STENOGRAPHIC</b>		
Stenographer (7th Grade) . . . . .	1	1,500
Takes dictation and typewrites all correspondence arising out of cases before the board of claims; prepares in typewritten form all necessary papers and keeps docket.		
<b>3—Conservation Commission Bureau</b>		
<b>1—LEGAL</b>		
Deputy Attorney-General (Exempt) . . . . .	1	5,500
To conduct in the name of the Attorney-General all prosecutions for penalties imposed by the Forest, Fish and Game Law, and the Conservation Law, and to bring all actions, suits, or other proceedings, which the conservation commissioner shall be authorized to institute and maintain, and to defend all actions, suits and proceedings brought for or against the commission.		
Assistant Deputy (Exempt) . . . . .	1	5,000
Assistant Deputy (Exempt) . . . . .	1	4,250
Assistant Deputies (Exempt) @ \$3,000 . . . . .	2	6,000
Assumes charge of such cases as designated by the deputy attorney-general.		
Examiner of Titles (11th Grade) . . . . .	1	3,250
To make search and trace descent of titles wherever necessary in the course of litigation.		
Attorney (8th Grade) . . . . .	1	1,800
Assists in the preparation and conduct of cases.		
<b>2—STENOGRAPHIC</b>		
Confidential Secretary (Exempt) . . . . .	1	1,200
Preparation of notes and correspondence of a confidential nature.		

# ORGANIZATION AND FUNCTIONS

67

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>ATTORNEY-GENERAL'S OFFICE</b>		
<b>2—Albany Office</b>		
<b>2—LEGAL</b>		
<b>3—Conservation Commission Bureau</b>		
<b>2—STENOGRAPHIC — Continued</b>		
Stenographer (8th Grade).....	1	\$1,800
Stenographer (6th Grade).....	1	1,050
Preparation of correspondence and necessary papers in legal department of conservation commission; also keeps docket.		
<b>4—Title Bureau</b>		
<b>1—LEGAL</b>		
Deputy (Exempt).....	1	4,000
Supervision of Bureau and actions that may arise.		
Examiner of Titles (12th Grade).....	1	3,500
Makes searches and traces descent of title to property as well as incumbrances thereon, particularly as related to State institutions.		
Examiners of Titles (11th Grade) @ \$2,500.....	2	5,000
Same as above, but in certain localities; Oneida-Herkimer section; western New York section.		
Examiners of Titles (9th Grade) @ \$2,000.....	4	8,000
Central New York; Capitol district, Albany; Troy, etc.; northern New York; from Syracuse to Rochester; overlapping western New York and central New York districts. Most of the title searching has been in connection with barge canal.		
<b>2—STENOGRAPHIC</b>		
Stenographer (6th Grade).....	1	1,200
Preparation of correspondence and necessary legal papers.		
<b>5—State Hospital Bureau</b>		
Deputies (Exempt) @ \$3,000.....	2	6,000
Represent the Attorney-General's office for the State in lunacy proceedings and appointment of committees for insane persons in State hospitals for the insane, outside of the Metropolitan district.		
<b>6—Department of Agriculture Bureau</b>		
Deputy (11th Grade).....	1	3,000
To advise with the legal bureau of the department of agriculture in such cases as the evidence indicates a violation and to take such legal action as the facts may warrant and direct settlement or prosecution.		
<b>7—Opinion Bureau</b>		
To furnish the heads of State departments with opinions and interpretations of the laws, as well as the legality of departmental actions. This work is usually performed by the various members of the legal staff who for the time being become members of the bureau.		
Land and Opinion Clerk (11th Grade).....	1	3,000
The filing, publication and recording of opinions.		

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>ATTORNEY-GENERAL'S OFFICE</b>		
<b>2—Albany Office</b>		
<b>3—STENOGRAPHIC</b>		
Hearing Stenographer (10th Grade).....	1	\$2,400
Preparation of stenographic notes and typewritten reports of hearings.		
Stenographer (7th Grade).....	1	1,350
Stenographers (6th Grade) @ \$1,200.....	6	7,200
Stenographer (6th Grade).....	1	1,050
Stenographer, (2nd Grade).....	1	416
Preparation of stenographic notes and typewritten correspondence and legal papers.		
<b>4—OFFICE</b>		
<b>1—General</b>		
Investigator of Claims (Exempt).....	1	2,700
Makes up budget for department; handles legislative matters relating to department; receives and deposits collections on proceedings for various departments.		
Messenger (5th Grade).....	1	900
Delivers messages, mail and general work.		
Laborer (5th Grade).....	1	900
Laborer (4th Grade).....	1	616
Copy letters, deliver messages, get out daily mail and general office work.		
<b>2—Records and Files</b>		
Record Clerk (9th Grade).....	1	2,000
Clerk.....	1	918
Laborer.....	1	616
The filing of correspondence and legal papers, writs, etc., of all cases passing through the office; keeps docket of all actions or proceedings except board of claims, bar, etc.		
<b>3—Library</b>		
Librarian (7th Grade).....	1	1,500
Has charge of law books of office for preparation of precedent and note.		
<b>4—Finance</b>		
Financial Clerk (Exempt).....	1	1,500
Record and deposit with treasurer all collections, agricultural and lunacy, for hospitals.		
<b>3—New York Office</b>		
<b>1—ADMINISTRATION</b>		
Deputy (Exempt).....	1	6,500
Has general supervision of all matters pertaining to the conduct of the New York City office, also engaging in certain of the legal work that arises.		

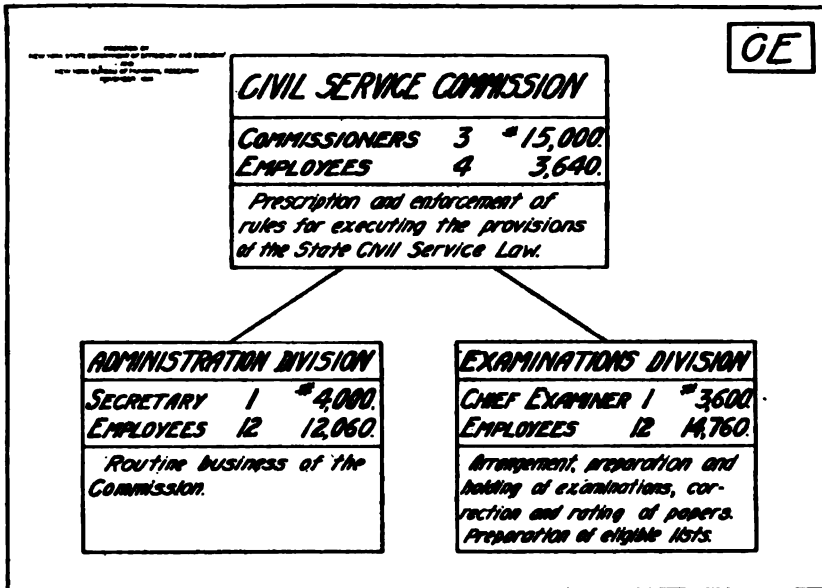
# ORGANIZATION AND FUNCTIONS

69

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>ATTORNEY-GENERAL'S OFFICE</b>		
<b>3—New York Office—Continued</b>		
<b>2—LEGAL</b>		
<b>1—General</b>		
Deputies (Exempt) @ \$3,500.....	2	\$7,000
Deputy (Exempt).....	1	3,000
Deputy (11th Grade).....	1	2,500
Prepare all necessary papers and to appear in court for the prosecution or defense of cases in which the State is interested, under the general direction of the deputy in charge.		
Process Servers (7th Grade) @ \$1,500.....	4	6,000
Serve papers, processes, writs, etc., on witnesses and others connected with cases.		
Special Investigator (Exempt).....	1	1,500
Investigates special matters that may arise in connection with cases.		
<b>2—State Hospital Bureau</b>		
Deputy (Exempt).....	1	5,000
Deputy (Exempt).....	1	2,500
Special Attorney (Unclassified).....	1	1,800
Represent the Attorney-General's office for the State, in lunacy proceedings, appointment of committees for insane persons in State hospitals for the insane in the Metropolitan district.		
<b>3—Special Franchise Tax Bureau</b>		
The functions of the bureau are to prosecute, defend or settle claims arising out of Special Franchise Taxes. The work is performed by such deputies as are assigned at irregular intervals.		
<b>4—New York City Election Bureau</b>		
Deputy (Exempt).....	1	4,000
To act in an advisory capacity to the superintendent of elections.		
<b>3—STENOGRAPHIC</b>		
Stenographer (Exempt).....	1	1,500
Stenographer (7th Grade).....	1	1,500
Stenographers (6th Grade) \$1,200.....	4	4,800
Stenographer (6th Grade).....	1	1,050
To take dictation of correspondence and to prepare same in typewritten form. To typewrite all necessary legal papers.		
<b>4—OFFICE</b>		
<b>1—General</b>		
Law Clerk (7th Grade).....	1	1,500
Acts as office manager with general supervision of office work, supplies, payrolls, etc.		

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>ATTORNEY-GENERAL'S OFFICE</b>		
<b>3—New York Office</b>		
<b>4—OFFICE</b>		
1—General — <i>Continued</i>		
Messenger (Exempt).....	1	\$1,000
Delivers papers from and to deputies between the office and various courts; assists generally in and about the office.		
Laborer..... (\$2 per diem)	1	*600
Acts as general office assistant; delivers messages and papers.		
<b>2—Records and Files</b>		
The filing of correspondence and papers of the office.		
Performed by various members of the office force.		
<b>3—Library</b>		
No one definitely assigned.		

\* Estimated on basis of 300 days.



### STATE CIVIL SERVICE COMMISSION

The duties and powers of the Commission, as per chapter 15, Laws of 1909, are to prescribe, amend and enforce rules carrying into effect the provisions of the Civil Service Law and section 9 of article 5 of the Constitution; to make investigations and report on matters touching the enforcement of the rules and regulations; to appoint municipal civil service commissioners, if the mayor fails to make the appointment; to remove municipal civil service commissioners for cause; to approve municipal civil service rules and regulations and to report annually to the governor for transmission to the Legislature.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—Executive Office . . . . .	7	\$18,640
2—Administration Division . . . . .	13	16,060
3—Examination Division . . . . .	13	18,360
Total on annual pay-roll basis . . . . .	33	\$53,060



TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE CIVIL SERVICE COMMISSION</b>		
<b>1—Executive Office</b>		
Executive duties incidental to the prescription, amendment and enforcement of the rules and regulations of the commission.		
Commissioners, @ \$5,000 . . . . . Appointed by Governor, by and with the advice and consent of Senate, for term of six years; can hold no other State office. The duties of the commissioners are of an executive nature, carrying out the rules and regulations enforcing the Civil Service Law.	3	\$15,000
Stenographer to Commission (Exempt). . . . . Taking and transcription of commissioners' dictation and the minutes; receives and distributes the mail.	1	1,300
Stenographer to Commissioners, @ \$780 (Temporary). . . . . Taking and transcription of commissioners' dictation at commissioners' homes.	3	2,340
<b>2—Administration Division</b>		
Routine business for the commission, including the answering of correspondence, advertisement of examinations, issuance of authority for holding of examinations and granting of authority for candidates to enter examinations, notification to candidates of results, certification to appointing officer of eligible candidates, verification of pay-rolls and the keeping of the official roster.		
Secretary (12th Grade) . . . . . Keeps the minutes of proceedings of the commission; conducts correspondence, and acts as the general administrative officer of the commission.	1	4,000
Assistant Secretary (10th Grade) . . . . . Performs such duties as are delegated him by the secretary, acting as officer in charge of the administration division; having charge and general supervision over the office detail.	1	2,200
Chief Clerk (8th Grade) . . . . . Certifies pay-rolls and keeps the official roster.	1	1,800
Stenographer (6th Grade) . . . . . General stenographer of the division; correspondence and writing of minutes from dictation.	1	1,200
Clerk (6th Grade) . . . . . Assistant to chief clerk in certification of pay-rolls and in keeping of roster.	1	1,000
Stenographer (6th Grade) . . . . . Compilation of annual report and general stenographic work.	1	1,000
Stenographer (5th Grade) . . . . . General stenographic work; answering correspondence and various questions of information; under direction of assistant secretary.	1	900

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>STATE CIVIL SERVICE COMMISSION</b>		
<b>2—Administration Division—Continued</b>		
Clerks, @ \$900 (5th Grade) . . . . . Assist chief clerk in certification and roster work and perform other duties of general clerical nature, including recording of eligible lists received from examiners; mailing and filing.	2	\$1,800
Stenographer (4th Grade) . . . . . General stenographic work; answering correspondence and various questions of information under direction of assistant secretary.	1	720
Telephone Operator (4th Grade) . . . . . Regular switchboard operator; answers inquiries and some clerical work.	1	600
Typewriter Copyist (2d Grade) . . . . . Copyist; some stenographic work	1	480
Stenographer (Temporary) . . . . . General stenographic work.	1	360
<b>3—Examinations Division</b>		
Arrangement, preparation and holding of examinations; correction and rating of papers; preparation of eligible lists.		
Chief Examiner (12th Grade) . . . . . In charge of examinations division; duties of a supervisory nature; conference with examiners and some rating of papers.	1	3,600
Assistant Chief Examiner (11th Grade) . . . . . In charge of all civil engineering examinations and assists chief engineer in supervisory duties; rates papers also.	1	3,000
Examiner (9th Grade) . . . . . Makes up general examinations; corrects papers and acts as a chief clerk under the direction of the chief examiners.	1	2,000
Examiner (8th Grade) . . . . . Civil engineering examiner; makes up examinations and rates papers.	1	1,800
Examiner (7th Grade) . . . . . General scholastic subjects; makes up examinations and rates papers.	1	1,300
Examiners (6th Grade), @ \$1,200. . . . . General scholastic subjects; makes up examinations and rates papers; civil engineering examiners.	2	2,400
Stenographer (5th Grade) . . . . . General stenographic duties; clerical work in connection with receipt of applications.	1	900
Stenographers (4th Grade), @ \$720 . . . . . General stenographic work; has charge of mailing list and sending out examination literature; keeps records of applicants for competitive examinations.	2	1,440

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE CIVIL SERVICE COMMISSION</b>		
<b>3—Examination Division — <i>Concluded</i></b>		
Clerk (4th Grade)..... General clerical work; records of non-competitive examinations.	1	\$720
Stenographer (4th Grade) ..... General stenographer; late appointee.	1	600
Clerk (Junior) (4th Grade)..... General clerical work; acts as messenger; filing of examination papers.	1	600

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**INTERDEPARTMENTAL RELATIONS**

*Of a representative, advisory and co-operative nature, not defined by statute. Representing Governor, investigating charges and taking testimony; association in committees with other departments in standardization; membership in special committees on matters of public policy; advice and assistance to public officers in regard to appropriations, administration and miscellaneous subjects.*

**EXAMINER-1 - \$3,000.****CLERKS - 2 - 1,440.**

*adviser; examines witnesses at hearings; special investigations. Attends public hearings.*

**MISCELLANEOUS DEPARTMENTS****CHIEF OF BUREAU - 1 - \$3,000.****(ACCOUNTANT ACTING)****EMPLOYEES - 11 - 27,600.**

*Matters affecting all departments not included in other bureaus; complaints; printing; special school book investigations.*

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DEPARTMENT OF EFFICIENCY AND ECONOMY

The Department of Efficiency and Economy was created by chapter 280 of the Laws of 1913, entitled "An Act to Promote Efficiency and Economy in the Public Service." The language of the statute defining the powers and duties of the Department is as follows:

"The commissioner of efficiency and economy shall make a careful and thorough study of each office, institution and department maintained by the state and shall from time to time make recommendations to the governor and to the officer, board or commission in charge of said office, institution or department touching the efficiency and economy of the work, business and service therein. He is hereby empowered, and it shall be his duty to examine the accounts, and the methods of business, accounting and administration of the several offices, institutions and departments supported by the state, for the conduct and maintenance of which any appropriation of moneys is made by law, and for the purpose of such examination, he shall have the power, and he is hereby authorized to subpoena witnesses and compel their attendance before him and to subpoena and compel the production before him of books, papers, accounts and documents of every kind, and to administer oaths to all persons subpoenaed or appearing as witnesses before him and to examine, take the testimony of and require answers from all such persons upon all subjects pertinent to any examination being conducted by him. He shall have the power and he is hereby authorized to require the several officers, institutions and departments of the state to furnish to him, upon forms prescribed by him, all such detailed information touching the business, accounts, affairs and administration of such officers, institutions or departments as he may demand, and it is hereby made the duty of all the officers, institutions and departments of the state to furnish such information in such form to the said commissioner of efficiency and economy." Sec. 3.

"On or about the first day in November in each year, each officer, institution and department of the state, for the support and maintenance of which appropriations of money are made by law, shall present to and file with said commissioner of efficiency and economy, upon forms prescribed by him, a detailed statement of all moneys which said officer, institution or department desires to have appropriated by law for the support and maintenance of said officer, institution or department for the fiscal year for which said appropriations are asked. The said commissioner of efficiency and economy shall examine said statements and make such recommendations thereon as shall, in his opinion, contribute to promote efficiency and economy in the conduct of the business of the state." Sec 4.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—General Administration.....	33	\$63,100
2—Advisory Board.. ..	5	25,000
3—Bureau of Finance and Budget.....	3	6,300
4—Bureau of Curative, Charitable and Penal institutions..	10	23,800
5—Bureau of Public Works Department. ....	8	17,100
6—Bureau of Miscellaneous Departments.....	12	30,600
Total on annual pay-roll basis. ....	71	\$165,900

DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>DEPARTMENT OF EFFICIENCY AND ECONOMY</b>		
<b>1—General Administration</b>		
1—OFFICE OF COMMISSIONER.....	6	\$27,800
2—SECRETARIAL DIVISION.....	22	22,360
3—ACCOUNTING DIVISION.....	2	6,500
4—LEGAL DIVISION.....	3	6,440
<b>2—Advisory Board.....</b>	5	25,000
<b>3—Bureau of Finance and Budget.....</b>	3	6,300
<b>4—Bureau of Curative, Charitable and Penal Institutions.....</b>	10	23,800
<b>5—Bureau of Public Works Department.....</b>	8	17,100
<b>6—Bureau of Miscellaneous Departments</b>		
1—MISCELLANEOUS DIVISION.....	7	19,200
2—EDUCATION DIVISION		
1—Special Text-book Investigation.....	3	6,400
3—PRINTING DIVISION.....	2	5,000

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>DEPARTMENT OF EFFICIENCY AND ECONOMY</b>		
<b>1—General Administration</b>		
<b>1—OFFICE OF THE COMMISSIONER</b>		
Commissioner. . . . . General administration of the department; is ex-officio secretary of the State board of estimate and member of special committees appointed by the Governor and the board of trustees of public buildings to conduct special investigations.	1	\$12,000
Deputy Commissioners, @ \$5,000. . . . . Duties not defined by statute; assist in general administration of the department as assigned; represent the commissioner in conferences with legislative committees, Governor, State departments and public boards; supervise special examinations.	2	10,000
Confidential Stenographer to Commissioner. . . . . Commissioner's dictation and correspondence; reporting conferences, hearings of State board of estimate, and other hearings at direction of commissioner; assists secretary in office administration.	1	2,500
Stenographer. . . . .	1	1,800
Stenographer (vacant). . . . . Dictation and correspondence of commissioner and secretary; report testimony at hearings.	1	1,500
<b>2—SECRETARIAL DIVISION</b>		
Secretary. . . . . Directly in charge of office force; receives visitors; acts as personal representative of the commissioner; attends hearings; makes special examinations; prepares reports and bulletins for publication; records progress of proposed legislation affecting departments and of legislation concerning State finances.	1	4,000
Special Investigator. . . . . Makes special investigations of institutions; drafts outlines for investigations; reviews examiners' reports; prepares bulletins and reports for publication.	1	1,500
Filing and Index Clerks, @ \$900 (one vacancy) (5th Grade). . . . . Indexing and filing reports and documents; opens and distributes mail, acts as librarian.	2	1,800
Stenographer (7th Grade) . . . . . Dictation and correspondence of deputies and secretary; reports testimony at hearings.	1	1,500
Stenographer (4th Grade) . . . . . In charge of stenographic force and typewriting.	1	720
Stenographers, @ \$720 (4th Grade) (one vacancy). . . . . General dictation and correspondence of department; tabulating statistics; typing reports of accountants and examiners.	6	4,320
Stenographer and Junior Clerk (4th Grade), vacancy. . . . . General clerical work; tabulating, filing, typewriting.	1	720



TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>DEPARTMENT OF EFFICIENCY AND ECONOMY</b>		
<b>1—General Administration</b>		
<b>2—SECRETARIAL DIVISION — <i>Continued</i></b>		
Junior Clerks, @ \$480 (2d Grade), one vacancy . . . . . Operate telephone switchboard; assist in photographic and general office work; announce visitors.	2	\$960
Librarian (Junior Clerk), vacancy (4th Grade) . . . . . Charge of library; indexing and filing reports, statistics and public documents.	1	720
Confidential Messenger . . . . . Does special messenger service and errands; receipts for and makes personal delivery of papers and documents; carries mail to and from post- office.	1	1,200
Porter (5th Grade) . . . . . General care of office; cleaning and porter service; makes minor repairs.	1	900
Pages, @ \$360 (1st Grade), two vacancies . . . . . Assist in filing and indexing; announce visitors; assist in office work.	2	720
Bookkeeper (8th Grade) . . . . . In charge of pay-rolls, expense accounts and office records, and handles correspondence relating thereto; prepares abstracts of pay-rolls, expense accounts and department disbursements; checks vouchers; makes requis- ition for and purchases stationery and supplies; is custodian of special cash funds.	1	1,800
Bookkeeper (7th Grade) . . . . . Keeps efficiency and attendance records of employees; checks expense accounts; tabulates statistics of departmental expense; custodian of sta- tionery and supplies; general office work.	1	1,500
<b>3—ACCOUNTING DIVISION</b>		
Chief Accountant (Exempt) . . . . . Direction of audits, examinations and investigations of departments, offices, institutions and commissions of the State as to their financial and administrative operations and conditions; preparation of forms required for the improvement of systems and methods of accounting in departments and institutions of the State; supervision of the bureau of finance and budget and the bureau of curative, charitable and penal institutions.	1	5,000
Stenographer (7th Grade) . . . . . Dictation and correspondence of chief accountant; reports interviews; takes testimony at hearings held by chief accountant; prepares official statements and reports; in charge of record of assignments of field force and filing reports of accountants and examiners.	1	1,500
<b>4—LEGAL DIVISION</b>		
Chief Examiner (Exempt) . . . . . Legal advisor to commissioner; examines witnesses in public hearings held by commissioner; represents department as counsel at public hearings and investigations held by other State departments; conducts special investigations of the prisons and reformatories of the State, to ascertain the institutional life of the inmates, discipline and administrative methods.	1	5,000

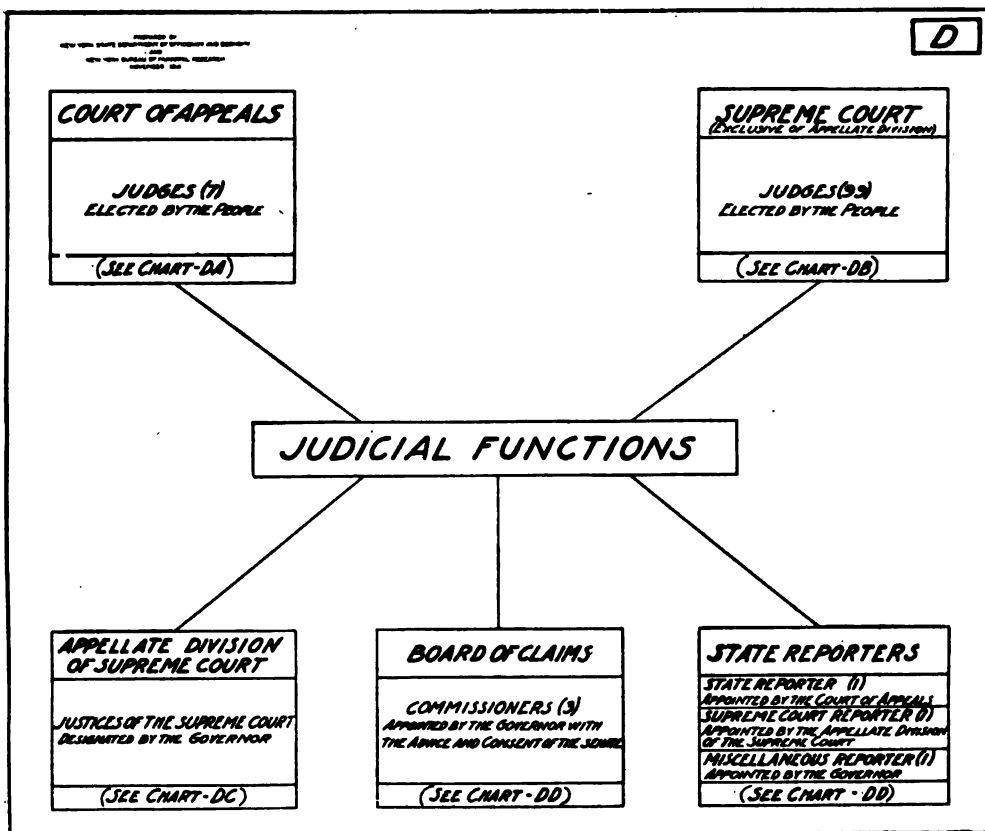
TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>DEPARTMENT OF EFFICIENCY AND ECONOMY</b>		
<b>1—General Administration</b>		
<b>4—LEGAL DIVISION—Continued</b>		
Stenographers @ \$720 (4th Grade), two vacancies..... Dictation and correspondence; transcribing reports.	2	\$1,440
<b>2—Advisory Board</b>		
The members of the advisory board consult with and advise the commissioner upon all matters requiring professional and expert technical knowledge and in regard to general policy of departments and make personal investigations and supervise work of a technical character as occasion requires.		
Consulting Highway Engineer, \$50 per day not to exceed 100 days..... Examines and criticises proposals and contracts for construction of State highways; makes special road investigations; co-operates with consulting chemist in preparation of new highway specifications; advises in matters relating to the drafting of proposed highway law and new plan of organization and directs the study of organization, methods and personnel of highway department.	1	5,000
Consulting Chemist, \$50 per day, not to exceed 100 days..... Co-operates with consulting highway engineer in all highway matters; analyzes and tests asphalt and other road materials and reports upon their properties, wearing qualities, and agreement with specifications.	1	5,000
Consulting Architect, \$50 per day, not to exceed 100 days..... Examines plans proposed for construction and alteration of State buildings, and advises in regard to economy in space and cost; prepares plans for remodeling State hospitals to increase capacity; advises on matters arising out of reconstruction of State capitol; represents department in conferences with State Architect.	1	5,000
Consulting Expert on Agricultural Education, \$50 per day, not to exceed 100 days (position authorized, appointment to be made)..... Advises on matters relating to agriculture and agricultural education; directs the study of State institutional farms for the purpose of making them profitable; assists in preparing plans for co-ordinating colleges and schools of agriculture.	1	5,000
Consulting Heating and Electrical Engineer, \$50 per day, not to exceed 100 days (position vacant)..... Advises in regard to heating, electrical, steam fitting and sanitary equipment of State institutions; location and equipment of power plants; water supply, fuel and similar subjects; assists in preparation of new coal specifications and plans for remodeling institution buildings.	1	5,000
<b>3—Bureau of Finance and Budget</b>		
This Bureau represents the secretary of the board of estimate; receives requests for appropriations submitted in		

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>DEPARTMENT OF EFFICIENCY AND ECONOMY</b>		
<b>3—Bureau of Finance and Budget—Continued</b>		
accordance with chapter 281 of the Laws of 1913, creating the board of estimate; analyzes and tabulates budget requests; investigates necessity of items submitted, and prepares report and recommendations for board of estimate. During November and December, when budget work is performed, assistance is drawn from other bureaus. This Bureau has charge of investigations relating to taxation, sinking funds, methods of collection of State revenues, and disbursement of State funds allotted to counties and towns and other subjects of a financial nature. The Bureau is under the supervision of the chief accountant.		
Expert Accountant (11th Grade).....	1	\$3,000
Examiner of Accounts (10th Grade).....	1	2,400
Typewriter and tabulator (5th Grade).....	1	900
General work of Bureau.		
<b>4—Bureau of Curative, Charitable and Penal Institutions</b>		
Under the direction and supervision of the chief accountant; has charge of investigating the administrative methods and physical conditions of State hospitals for the insane, charitable and reformatory institutions, prisons and other institutions of a similar nature which receive State funds (about fifty in number). The Bureau investigates the efficiency of officers and employees of institutions; the care and maintenance of inmates; the complaints of inmates and the accountings of their estates; the commitment and deportation of alien insane; conducts audits; collects statistics regarding costs; devises and recommends changes and improvements in accounting detail and forms of reports and records; organizes and co-operates with committees representing the three groups of State institutions, in the matter of standardizing current forms, estimates schedules and coal specifications; conducts examinations of institutional mechanical engineering and industrial conditions.		
Consulting Architect, member of Advisory Board.		
Consulting Heating and Electrical Engineer, Member of Advisory Board.		
Expert Accountant (11th Grade) @ \$3,000.....	2	6,000
Examiners of Accounts (10th Grade) @ \$2,400.....	2	4,800
Inspector of Hospital Supplies (9th Grade).....	1	2,000
Estimate Clerk (11th Grade).....	1	3,000
Junior Accountant (7th Grade).....	1	1,500
General work of Bureau.		

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>DEPARTMENT OF EFFICIENCY AND ECONOMY</b>		
<b>4—Bureau of Curative, Charitable and Penal Institutions</b>		
—Continued		
Mechanical Engineer (11th Grade).....	1	\$2,500
Inspector of Heating Equipment (9th Grade).....	1	2,000
Inspector of Mechanical Equipment (9th Grade).....	1	2,000
Examining heating and ventilating systems, lighting, power and sanitary equipment, water supply, sewage disposal, fire protection, physical condition and care of buildings of institutions and departments; inspecting industrial plants at institutions to recommend improved methods.		
<b>5—Bureau of Public Works Department</b>		
Under the direction of the commissioner; conducts general research work and has charge of the examinations of all matters affecting State highways, canals, public buildings and other public works; preparation of new specifications and new standard forms of contract for highway construction; investigation of construction, repair and material contracts advertised and holding public hearings thereon; surveys and recommendations for economical type of construction of State hospitals and other institution buildings; examination of contracts for State capitol construction and audit of claims for contract payments in behalf of trustees of public buildings; examination of contracts and audit of contract payments for construction and equipment of education building, capitol power house and other public buildings.		
Consulting Highway Engineer, member of Advisory Board.		
Consulting Highway Chemist, member of Advisory Board.		
Expert Accountant (12th Grade).....	1	3,500
Examiners of Accounts, @ \$2,400 (10th Grade).....	2	4,800
Junior Accountant (7th Grade).....	1	1,500
General work of Bureau.		
Highway Engineer (11th Grade).....	1	3,000
Examining all contract lettings by highway department; preparing reports on proposed construction and repairs, and on work under way; investigating complaints relating to highways; compiling highway statistics.		
Inspector of Buildings (9th Grade).....	1	2,000
Highway Inspector (7th Grade).....	1	1,400
Investigator and Billing Machine Operator (5th Grade).....	1	900
Assist highway engineer.		
<b>6—Bureau of Miscellaneous Departments</b>		
<b>1—MISCELLANEOUS DIVISION</b>		
Has charge of investigation of State departments not included in the bureau of public works and the bureau of		

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>DEPARTMENT OF EFFICIENCY AND ECONOMY</b>		
<b>5—Bureau of Public Works Department</b>		
<b>1—MISCELLANEOUS DIVISION — <i>Continued</i></b>		
curative, charitable and penal institutions; and of the miscellaneous special examinations and adjustments of matters affecting the insurance department, agricultural department, State treasurer, public service commission and volunteer firemen's funds.		
Expert Accountants, @ \$3,000 (11 th Grade).....	2	\$6,000
Examiners of Accounts, @ \$2,400 (10th Grade).....	3	7,200
General Inspectors, @ \$3,000 (11th Grade)....	2	6,000
General work of Bureau.		
<b>2—EDUCATION DIVISION</b>		
Has charge of the special investigation to determine the cost of free text-books in the schools of the State of New York. Under chapter 767 of the Laws of 1913, the department of efficiency and economy was directed to conduct this investigation and to report to the Legislature of 1915.		
<b>1—Special Text-Book Investigation</b>		
Statistician (10th Grade).....	1	2,400
Investigators, @ \$2,000 (9th Grade).....	2	4,000
Temporary Employees.		
General work of Bureau.		
<b>3—PRINTING DIVISION</b>		
Under the supervision and direction of the deputy commissioner; has charge of the special investigation of the details of the State printing and of the operations of the State Printing Law and State printing contract; collection of samples and copies, and compilation of cost details of all printing performed for the State; drafting a new printing law; standardizing the forms of printing in use by the various departments.		
Estimate Clerk (11th Grade).....	1	3,000
Inspector of Printing (9th Grade).....	1	2,000
Temporary employees.		
General work of Bureau.		





## **JUDICIAL FUNCTIONS**

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**Court of Appeals  
Supreme Court  
Appellate Division (Supreme Court)  
State Reporter  
Supreme Court Reporter  
Miscellaneous Reporter  
Board of Claims, State of New York**





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<div data-bbox="500 966 664 1031" data-label="Section-Header"><p>LAW LIBRARIES.</p></div> <div data-bbox="414 1031 743 1153" data-label="List-Group"><ul style="list-style-type: none"><li>1- Albany No Employees</li><li>2- Syracuse Librarian / \$3000</li></ul></div>



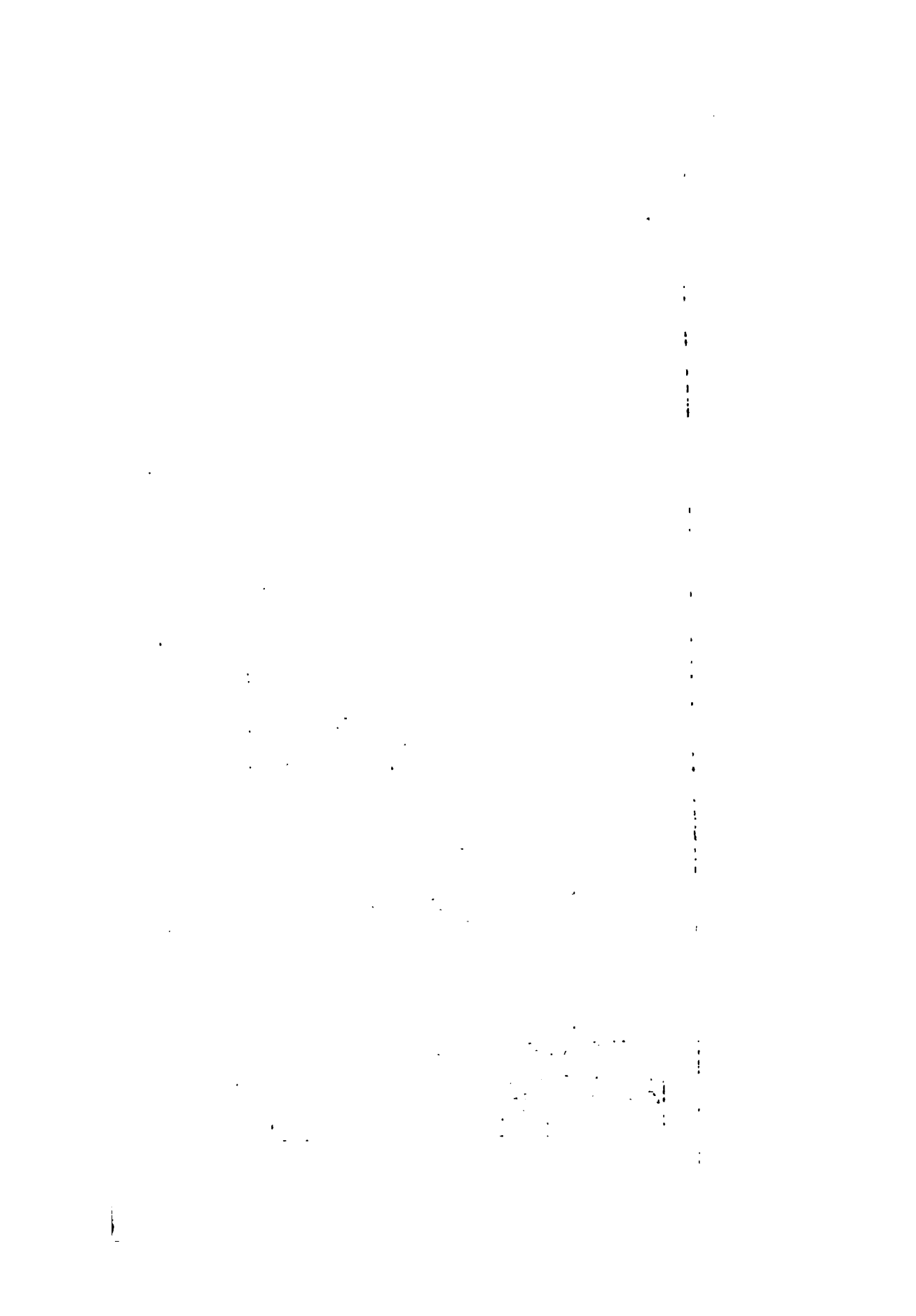
**COURT OF APPEALS**

The Court of Appeals is the highest court in the State. Its jurisdiction is exclusively appellate in the exercise of which it is limited to questions of law, except in capital cases in which the facts are reviewable by it and which are appealable directly to it. In other cases appeals are taken only from the appellate divisions of the Supreme Court, no unanimous decision of which, where there is evidence supporting or tending to sustain a finding of fact, is reviewable by it. The decisions of the appellate divisions of the Supreme Court appealable of right to it are only those which finally determine actions or special proceedings and orders granting new trials on exceptions in which the appellant stipulates that if the order is affirmed, judgment absolute shall be rendered against him; but the appellate divisions of the Supreme Court may permit appeals upon any question of law which in their opinion they ought to review.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—The Court . . . . .	26	\$175,340
2—Clerk of the Court of Appeals . . . . .	6	19,200
3—Criers and Attendants . . . . .	13	26,400
4—Law Libraries . . . . .	1	3,000
Total on annual pay-roll basis . . . . .	46	\$223,940

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>COURT OF APPEALS</b>		
<b>1—The Court</b>		
Elected Judge (Unclassified) (Chief Judge) . . . . .	1	\$14,200
Elected Judges (Unclassified) (Associate Judges) @ \$13,700 . . .	6	82,200
Clerks (Exempt) @ \$1,500 . . . . .	6	9,000
Clerk (Exempt) . . . . .	1	2,500
Supreme Court Justices serving as Associate Judges of the Court of Appeals (Unclassified) @ \$13,700 . . . . .	3	41,100
Clerks (Exempt) @ \$1,500 . . . . .	2	3,000
Clerk (Exempt) . . . . .	1	840
Referees (Unclassified) @ \$6,000 . . . . .	3	18,000
Clerks (Exempt) @ \$1,500 . . . . .	3	4,500
<b>2—Clerk of the Court of Appeals</b>		
Clerk (Exempt) . . . . .	1	6,000
Deputy Clerk (Exempt) . . . . .	1	4,000
Remittance Clerk (Exempt) . . . . .	1	3,000
Certificate Clerk (Exempt) . . . . .	1	2,200
Chancery Clerk (Exempt) . . . . .	1	2,200
Stenographer (Exempt) . . . . .	1	1,800
<b>3—Criers and Attendants</b>		
Crier (9th Grade) . . . . .	1	2,000
Consultation Clerk (Exempt) . . . . .	1	4,000
Stenographer and Librarian (Exempt) . . . . .	1	2,200
Attendant acting as Stenographer (Exempt) . . . . .	1	2,000
Attendants acting as Stenographers (Exempt) @ \$1,800 . . . . .	2	3,600
Attendant acting as Stenographer (Exempt) . . . . .	1	1,500
Attendant (Exempt) . . . . .	1	2,000
Attendant (Exempt) . . . . .	1	1,800
Law Clerk (Exempt) . . . . .	1	3,000
Attendant designated as Assistant Law Clerk (Exempt) . . . . .	1	2,000
Messenger (6th Grade) . . . . .	1	1,200
Porter (Exempt) . . . . .	1	800
Unassigned . . . . .	...	300
<b>4—Law Libraries</b>		
<b>1—ALBANY</b>		
<b>2—SYRACUSE</b>		
Librarian (Exempt) . . . . .	1	3,000





**SUPREME COURT (EXCLUSIVE OF APPELLATE DIVISION)**

This court is the highest court of original jurisdiction in the State and has general jurisdiction in law and equity. It is co-extensive territorially with the State which is divided, in the administration of the court, into four judicial departments and nine judicial districts. From the whole number of the judges, whose official title is Justice of the Supreme Court, and who are elected in the several districts in which they reside, designations are made by the Governor, of a Presiding Justice who holds the position for his official term, and Associate Justices, each of whom holds his position for a term of not more than five years, to constitute appellate divisions of the Supreme Court in each of the four judicial departments.

ORGANIZATION	Number of employees	Amount pay-roll basis
First Judicial District.....	31	\$310,000
Second Judicial District.....	30	281,750
Third Judicial District.....	13	72,400
Fourth Judicial District.....	12	75,200
Fifth Judicial District.....	20	110,600
Sixth Judicial District.....	11	66,200
Seventh Judicial District.....	16	92,800
Eighth Judicial District..	30	129,400
Ninth Judicial District.....	14	115,500
Total on annual pay-roll basis..	177	*\$1,203,850

\* In addition \$75,000 is paid the justices in the 2nd and 9th districts by the counties therein.



TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>SUPREME COURT</b>		
<b>1—First Judicial District</b>		
<b>1—THE COURT</b>		
Elected Justices (Unclassified) @ \$10,000.. . . . .	31	\$310,000
<b>2—Second Judicial District</b>		
<b>1—THE COURT</b>		
Elected Justices (Unclassified) @ \$17,500.. . . . .	5	*50,000
Elected Justices (Unclassified) @ \$10,000.. . . . .	15	150,000
Stenographers (12th Grade) @ \$3,600.. . . . .	3	10,800
Stenographers (11th Grade).. . . . .	1	2,500
Unassigned.....	.....	1,100
Stenographer (12th Grade) (Vacant).....	1	3,600
Confidential Clerks (Exempt) @ \$2,750.. . . . .	5	13,750
<b>2—LAW LIBRARIES</b>		
1—Brooklyn		
2—Long Island City		
<b>3—Third Judicial District</b>		
<b>1—THE COURT</b>		
Elected Justices (Unclassified) @ \$10,000.. . . . .	5	50,000
Stenographers (12th Grade) @ \$3,600.. . . . .	4	14,400
Stenographers (Exempt) @ \$1,800.. . . . .	4	7,200
Unassigned.....	.....	800
<b>2—LAW LIBRARIES</b>		
1—Kingston		
2—Troy		
<b>4—Fourth Judicial District</b>		
<b>1—THE COURT</b>		
Elected Justices (Unclassified) @ \$10,000.. . . . .	6	\$60,000
Stenographers (12th Grade) @ \$3,600.. . . . .	2	7,200
Stenographers (Exempt) @ \$1,800.. . . . .	4	7,200
Unassigned.....	.....	800
<b>2—LAW LIBRARIES</b>		
1—Saratoga Springs		
<b>5—Fifth Judicial District</b>		
<b>1—THE COURT</b>		
Elected Justices (Unclassified) @ \$10,000.. . . . .	8	80,000
Stenographers (12th Grade) @ \$3,600.. . . . .	5	18,000

\* In addition the counties pay \$37,500.

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>SUPREME COURT</b>		
<b>5—Fifth Judicial District</b>		
1—THE COURT— <i>Continued</i>		
Confidential Clerks (Exempt) @ \$1,800.. . . . .	7	\$12,600
<b>2—LAW LIBRARIES</b>		
1—Utica		
2—Watertown		
<b>6—Sixth Judicial District</b>		
1—THE COURT		
Elected Justices (Unclassified) @ \$10,000.. . . . .	5	50,000
Stenographers (12th Grade) @ \$3,600.. . . . .	3	10,800
Confidential Clerks (Exempt) @ \$1,800.. . . . .	3	5,400
<b>2—LAW LIBRARIES</b>		
1—Binghamton		
2—Delhi		
3—Elmira		
4—Norwich		
<b>7—Seventh Judicial District</b>		
1—THE COURT		
Elected Justices (Unclassified) @ \$10,000.. . . . .	7	70,000
Stenographers (12th Grade) @ \$3,600.. . . . .	5	18,000
Confidential Clerks (Exempt) @ \$1,200.. . . . .	4	4,800
<b>8—Eighth Judicial District</b>		
1—THE COURT		
Elected Justices (Unclassified) @ \$10,000.. . . . .	12	120,000
Stenographers (12th Grade) @ \$3,600.. . . . .	10	36,000
Confidential Clerks (Exempt) @ \$1,200.. . . . .	5	6,000
Confidential Clerks, @ \$1,200.. . . . .	2	2,400
<b>2—LAW LIBRARY, BUFFALO</b>		
Librarian (11th Grade).....	1	2,500
<b>9—Ninth Judicial District</b>		
1—THE COURT		
Elected Justices (Unclassified) @ \$17,500.. . . . .	5	*50,000
Stenographers (12th Grade) @ \$3,600 (2 vacancies).....	5	18,000
Confidential Clerks (Exempt) @ \$2,500.. . . . .	4	10,000
<b>2—LAW LIBRARIES</b>		
1—Newburgh		
2—White Plains		
3—Poughkeepsie		

\* In addition the counties pay \$37,500.

## APPELLATE DIVISION (SUPREME COURT)

The several appellate divisions hear appeals from judgments of the Supreme Court and from orders of the same court effecting substantial rights, also from judgments of County Courts and from decrees of Surrogate Courts, rendered in the several judicial districts and counties composing the several departments, in all of which, appeals, questions of both law and fact are generally reviewable. Each appellate division has its own clerk and seal; and each is located and holds terms in the cities respectively of (first) New York, Borough of Manhattan, (second) Brooklyn, (third) Albany, (fourth) Rochester, and may hold terms elsewhere in the respective departments. In their respective counties, the several county clerks are clerks of the Supreme Court and County Courts, their respective county seals being the seals of those courts within the several counties. Motion, special and trial terms of the court are held in the several counties pursuant to appointment, each of which is presided over by a justice of the court, usually a resident of the district, who, however, may hold such terms anywhere in the State.

At the motion terms, ex parte and contested motions and if desired, demurrers arising in the districts, and equity or non-jury cases arising in the respective counties are tried; and at the trial terms, indictments are found by grand juries and civil and criminal jury cases arising in the respective counties are tried before trial juries.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—First Department.....	1	\$6,000
2—Second Department.....	31	102,800
3—Third Department.....	16	30,400
4—Fourth Department.....	15	29,600
Total on annual pay-roll basis.....	63	\$168,800

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TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>APPELLATE DIVISION (SUPREME COURT)</b>		
<b>1—First Department</b>		
<b>1—THE COURT</b>		
Elected Justices Justices, clerks, attendants, librarian, criers, assistants, assistant special deputy clerk, confidential clerk, chief engineer, stenographers, etc., etc., not appropriated for by Legislature.		
<b>2—CLERK OF THE COURT</b>		
Clerk (Exempt).....	1	\$6,000
<b>3—LAW LIBRARIES</b>		
1—Law Library (New York)		
<b>2—Second Department</b>		
<b>1—THE COURT</b>		
Elected Justices (Unclassified) @ \$3,750 (3 Vacancies)..... (Designated Supreme Court Justices to Appellate Division, Second Department.) Other justices not appropriated for by Legislature.	4	15,000
Confidential Clerks (Exempt) @ \$2,500.....	7	17,500
Confidential Clerks (12th Grade) @ \$4,500.....	2	9,000
Official Referees @ \$11,500.....	2	23,000
<b>2—CLERK OF THE COURT</b>		
Clerk (Exempt).....	1	6,000
Deputy Clerk (Exempt).....	1	5,000
Case and Consultation Clerk (Exempt).....	1	3,500
Attendant (Exempt).....	1	1,800
Attendants (8th Grade) @ \$1,800.....	8	14,400
Confidential Attendants (Exempt) @ \$1,800.....	2	3,600
Typewriter Operators (Exempt) @ \$2,000.....	2	4,000
<b>3—LAW LIBRARIES</b>		
1—Law Library (Brooklyn)		
<b>3—Third Department</b>		
<b>1—THE COURT</b>		
Elected Justices (Unclassified).....	1	2,500
Elected Justices (Unclassified) @ \$2,000..... (Necessary expenses of the justices assigned to the appellate division.) (Salaries not appropriated for by Legislature).	4	8,000
Stenographers (Exempt) @ \$1,800.....	5	9,000
Confidential Attendants (Exempt) @ \$1,500.....	2	3,000
Consultation Attendant (Exempt).....	1	900

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>APPELLATE DIVISION (SUPREME COURT)</b>		
<b>3—Third Department</b>		
<b>2—CLERK OF THE COURT</b>		
Clerk (Exempt).....	1	\$3,000
Deputy Clerk (9th Grade).....	1	2,000
<b>3—LAW LIBRARIES</b>		
<b>1—Law Library (Albany)</b>		
Librarian*.....	1	2,000
<b>4—Fourth Department</b>		
<b>1—THE COURT</b>		
Elected Justices (Unclassified).....	1	2,500
Elected Justices (Unclassified) @ \$2,000.....	4	8,000
(Necessary expenses of the justices assigned to the appellate division.)		
(Salaries not appropriated for by Legislature).		
Stenographers (Exempt) @ \$1,800.....	4	7,200
Confidential Clerk (Exempt).....	1	1,800
Attendants (Exempt) @ \$1,200.....	3	3,600
<b>2—CLERK OF THE COURT</b>		
Deputy Clerk (Exempt).....	1	3,000
Consultation Clerk (12th Grade).....	1	3,500
<b>3—LAW LIBRARIES</b>		
<b>1—Law Library (Rochester)</b>		
Librarian (Exempt)† 1 @ \$3,000.		

\*Note: See Deputy Clerk above.

†Note: Paid by counties in 4th department although clearing through State Comptroller.

## STATE REPORTER

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
State Reporter (Exempt)..... The state reporter is appointed by the court of appeals. He must report every cause, determined in the court of appeals, which the court directs or which the public interest, in his judgment, requires him to report. Each decision of the court which is reported must be so reported as soon as practicable after it is made.	1	\$5,000
Deputy State Reporter (Exempt).....	1	3,700
Managing Clerk (9th Grade).....	1	2,100
Law Clerk (9th Grade).....	1	2,000
Stenographer (6th Grade).....	1	1,000
Page (1st Grade).....	1	360
Total on annual pay-roll basis.....	6	\$14,160

## SUPREME COURT REPORTER

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
Supreme Court Reporter (Exempt)..... The supreme court reporter is appointed by the justices of the appellate division of the supreme court. He must report every cause determined in the appellate divisions of the supreme court, unless otherwise directed by the appellate court or a judge thereof. Each decision of the court which is reported must be so reported as soon as practicable after it is made.	1	\$5,000
Deputy Supreme Court Reporter (Exempt).....	1	3,000
Second Deputy Supreme Court Reporter (9th Grade).....	1	2,000
Secretary (Exempt).....	1	1,500
Clerk (9th Grade).....	1	2,000
Clerk (8th Grade).....	1	1,800
Clerk (6th Grade).....	1	1,200
Clerk (6th Grade).....	1	1,000
Stenographer (5th Grade).....	1	900
Junior Clerk (3rd Grade).....	1	500
Total on annual pay-roll basis.....	10	\$18,900



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NEW YORK BUREAU OF MANCIVAL RESEARCH  
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## COURT REPORTERS AND BOARD OF CLAIMS

<b>SUPREME COURT REPORTER</b>
<b>SUPREME COURT REPORTER - 1-\$5,000. EMPLOYEES - 9-13,900.</b>
Appointed by the Appellate Division; Reports causes de- termined in said court.

<b>STATE REPORTER</b>
<b>STATE REPORTER - 1-\$5,000. EMPLOYEES - 5-9,160.</b>
Appointed by the Court of Appeals; Reports causes de- termined in the Court of Appeals.

<b>MISCELLANEOUS REPORTER</b>
<b>MISCELLANEOUS REPORTER - 1-\$5,000. EMPLOYEES - 4-6,500.</b>
Appointed by the Governor. Reports opinions in causes decided in courts of record, other than the Appellate Division.

<b>BOARD OF CLAIMS</b>
<b>COMMISSIONERS 3 \$18,000</b>
<b>EMPLOYEE 7 14,600</b>
Jurisdiction to hear and determine private claims against the state and state claims against the individual.

## MISCELLANEOUS REPORTER

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
Miscellaneous Reporter (Unclassified).....	1	\$6,000
The miscellaneous reporter is appointed by the Governor. It shall be his duty to report such opinions as public interest in his judgment requires, in causes decided in any court of record in this State, other than the appellate division of the supreme court and the court of appeals. The said reports shall be known as the miscellaneous reports and shall not contain the points of counsel or authorities cited by them, except where the miscellaneous reporter shall otherwise direct in a particular case, but nothing herein contained shall be construed to forbid the printing of names of counsel appearing in the case.		
Assistant Reporter (9th Grade).....	1	2,000
Clerk (7th Grade).....	1	1,500
Stenographer (7th Grade).....	1	1,500
Associate Editor, State department reports (Exempt).....	1	1,500
Total on annual pay-roll basis.....	5	\$12,500

## BOARD OF CLAIMS, STATE OF NEW YORK

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
Commissioners (Unclassified) @ \$6,000.....	3	\$18,000
Appointed by Governor, by and with advice and consent of Senate, for a term of six years. The Governor designates the chairman of the board. The commission has jurisdiction to hear and determine private claims against the State and to allow thereon such sums as should be paid by the State and to hear and determine claims that the Legislature may authorize to be heard. It may also hear any claim on the part of the State against an individual.		
Clerk (Exempt).....	1	3,000
Deputy Clerk (Exempt).....	1	2,500
Court Stenographer (11th Grade).....	1	3,000
Clerk and Stenographer (11th Grade).....	1	2,500
Clerk and Stenographer (7th Grade).....	1	1,500
Recording Clerk (6th Grade).....	1	1,200
Stenographer (5th Grade).....	1	900
Total on annual pay-roll basis.....	10	\$32,600



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## **REGULATIVE FUNCTIONS**

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**Banking Department  
Insurance Department  
Department of Excise  
State Department of Health  
Health Officer of the Port of New York  
Public Service Commission, First District  
Public Service Commission, Second District  
Department of Labor  
Department of State Fire Marshal  
State Board of Canvassers  
Voting Machine Commission  
State Superintendent of Elections  
Board of Tax Commissioners  
Workmen's Compensation Commission  
Institute for Study of Malignant Diseases  
State Superintendent of Weights and Measures  
State Board of Equalization  
Harbor Masters  
State Board of Port Wardens  
State Racing Commission  
New York State Athletic Commission**



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<table border="1"> <tr> <td>BAU</td> </tr> <tr> <td>3,900</td> </tr> <tr> <td>5,900</td> </tr> <tr> <td>0,800</td> </tr> </table>	BAU	3,900	5,900	0,800	<table border="1"> <tr> <td>PERSONAL LOAN BUREAU</td> </tr> <tr> <td>WHEN ORGANIZED THIS BUREAU WILL BE UNDER THE DIRECTION OF THE FOURTH DEPUTY.</td> </tr> <tr> <td>Approve the formation and supervise the operations of Personal Loan Companies.</td> </tr> </table>	PERSONAL LOAN BUREAU	WHEN ORGANIZED THIS BUREAU WILL BE UNDER THE DIRECTION OF THE FOURTH DEPUTY.	Approve the formation and supervise the operations of Personal Loan Companies.
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**BANKING DEPARTMENT**

Charged with the general supervision of banks and trust companies operating under the laws of the State. Savings banks, loan, mortgage and investment companies, building, mutual loan, co-operative savings associations and credit unions are under the same general supervision, consisting of regular examinations, and liquidation when necessary. The Banking Department makes digests of reports of the various financial institutions which are incorporated in annual reports to the Legislature.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—General Administration.....	4	\$16,900
2—Albany Office.....	11	24,710
3—New York City Office.....	62	179,300
Total on annual pay-roll basis.....	77	\$220,910

DETAILS OF ORGANIZATION	Number of employees	Amount pay- roll basis
<b>BANKING DEPARTMENT</b>		
1—General Administration.....	4	\$16,900
2—Albany Office.....	11	24,710
3—New York City Office		
1—ADMINISTRATION.....	4	11,000
2—FIELD EXAMINATION		
1—General.....	5	18,600
2—Metropolitan District.....	25	82,800
3—Eastern District.....	3	10,500
4—Central District.....	2	7,800
5—Western District.....	2	7,200
3—CREDIT AND VERIFICATION.....	6	10,800
4—PRIVATE BANKING.....	15	30,600
5—LIQUIDATION.....	.....	.....
6—PERSONAL LOAN.....	.....	.....

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>BANKING DEPARTMENT</b>		
<b>1—General Administration</b>		
Superintendent. . . . .	1	\$10,000
In direct charge of the administration of the Banking Law, consulting thereon with the various deputies in its general and specific applications. His supervision covers both the Albany and the New York city offices, as occasion warrants.		
Secretary to Superintendent. . . . .	1	3,600
Secretarial functions, relieving the superintendent of the burden of details, interviewing and ascertaining the purposes of those having business with the superintendent.		
Confidential Stenographer (Albany) (Vacancy). . . . .	1	1,800
Taking dictation and writing correspondence for the superintendent while he is at Albany. At other times is engaged by the deputies in charge. (Civil service title is land and opinion clerk.)		
Stenographer to Superintendent (New York). . . . .	1	1,500
Similar to the stenographer at Albany.		
<b>2—Albany Office</b>		
The main office of the department; receives the reports from the New York city office of its activities and accomplishments; exercises authority in granting certificates of organization and licenses to do business under the Banking Law; establishes branches, mergers, etc.		
First Deputy Superintendent. . . . .	1	6,000
In charge of the office ranking next to the superintendent, and in whose absence from the department he succeeds in authority. Consults with attorney-general on legal matters.		
Second Deputy Superintendent. . . . .	1	5,500
Has charge of ordinary correspondence and department routine, reports of institutions and reports of examinations by board of directors in the first instance.		
Chief Clerk and Examiner (12th Grade). . . . .	1	3,250
Examines reports of savings banks, deposit companies, quarterly reports of banks and trust companies submitted by the institutions; purchases supplies and has charge of the matter of unclaimed dividends of failed banks and dormant accounts of savings banks.		
Examiner Bookkeeper. . . . .	1	2,400
Keeps financial and statistical books of the department; cost of examinations and the frequency of same; receives assessment from banks and deposits them.		
Stenographer (7th Grade) @ \$1,500. . . . .	2	3,000
Stenographer (7th Grade). . . . .	1	1,300
Dictation and typing correspondence.		
Filing Clerk (6th Grade) @ \$1,200. . . . .	2	2,400
Filing of correspondence and records.		

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>BANKING DEPARTMENT</b>		
<b>2—Albany Office—Continued</b>		
Junior Clerk (3rd Grade)..... Assisting in general office work.	1	\$600
Watchman (1st Grade)..... Duties as indicated by title of position.	1	260
<b>3—New York City Office</b>		
The general administration office of the metropolitan district comprising Greater New York and vicinity; supervision of private banks and bankers; verification of correspondent bank statements and balances.		
<b>1—ADMINISTRATION</b>		
Third Deputy Superintendent..... In direct charge of the routine work of the New York city office, supervising the work of the various bureaus and reporting thereon to the Albany office.	1	5,000
Confidential Clerk and Private Secretary..... In charge of confidential matters relieving the deputy of details; secretarial duties.	1	3,500
Stenographer (8th Grade)..... Dictation and correspondence.	1	1,700
Typewriter Copyist (5th Grade)..... Duties as indicated.	1	800
<b>2—FIELD EXAMINATION *</b>		
The superintendent shall, either personally or by his deputies or examiners, at least twice in each year visit and examine every bank, trust company, individual banker and private bank and shall examine at least once a year every other corporation to which the Banking Law is applicable.		
<b>1—General</b>		
Chief Examiner @ \$18 per diem..... In charge of all bank examiners, assigning them to duty and receiving their reports.	1	5,400
General Examiners @ \$13 per diem.....	2	7,800
General Examiners @ \$10 per diem..... Duties similar to district examiners, except that they are not assigned to any particular district, but are detailed anywhere in the State.	1	3,000
Assistant Examiner @ \$8 per diem.....	1	2,400

\* The salaries of all field examiners are on a per diem basis. Annual amounts are extended on the basis of 300 days' work a year — the time usually employed.

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>BANKING DEPARTMENT</b>		
<b>3—New York City Office</b>		
<b>2—FIELD EXAMINATION — <i>Continued</i></b>		
<b>2—Metropolitan District</b>		
Examiners (12th Grade) @ \$16 per diem..... Examination of banks of discount and trust companies. Examination of savings banks.	2	\$9,600
Examiners (12th Grade) @ \$13 per diem..... Examination of loan and savings associations, banks of discount and trust companies, and savings banks and trust companies.	5	19,500
Examiners (12th Grade) @ \$12 per diem..... Examination of banks of discount and trust companies.	2	7,200
Examiners (11th Grade) @ \$11 per diem..... Examination of banks of discount and trust companies.	1	3,300
Examiners (11th Grade) @ \$10 per diem.....	12	36,000
Assistant Examiners (10th Grade) @ \$8 per diem..... Examination of savings banks.	3	7,200
<b>3—Eastern District</b>		
Chief District Examiner (12th Grade) @ \$14 per diem..... General examination of banks, trust companies and other institutions under jurisdiction of the banking department in this district.	1	4,200
Assistant Chief District Examiner (11th Grade) @ \$10 per diem. Assisting on the above.	1	3,000
Examiner (11th Grade) @ \$11 per diem..... Examination of savings and loan associations in this district.	1	3,300
<b>4—Central District</b>		
Chief District Examiner @ \$16 per diem..... General examination of banks, trust companies and other institutions under the jurisdiction of the banking department in this district.	1	4,800
Assistant Chief District Examiner @ \$10 per diem..... Assisting on the above.	1	3,000
<b>5—Western District</b>		
Chief (District) Examiner (12th Grade) @ \$14 per diem..... General examination of banks, trust companies and other institutions under the jurisdiction of the banking department in this district.	1	4,200
Assistant Chief (District) Examiner (11th Grade) @ \$10 per diem Assisting on the above.	1	3,000

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>BANKING DEPARTMENT</b>		
<b>3—New York City Office —Continued</b>		
<b>3—CREDIT AND VERIFICATION BUREAU</b>		
Compilation of credit data affecting banks and their borrowers and the verification of bank statements and balances in conjunction with field examinations.		
Acting Chief (12th Grade) @ \$13 per diem.....	1	\$3,900
Bookkeeper (9th Grade).....	1	2,000
Stenographer and Clerk (7th Grade).....	1	1,400
Clerk (6th Grade).....	1	1,200
Stenographer (6th Grade).....	1	1,200
Stenographer (6th Grade).....	1	1,100
<b>4—PRIVATE BANKING BUREAU</b>		
Supervision and regulation through examination and inspection, of private banks and bankers; issues authorization certificates to newly formed companies, approves increase or decrease of capital, permits change of location, receives deposits of securities, prescribes methods of keeping books and passes upon reports of private bankers.		
Acting Chief Examiner (12th Grade) @ \$13 per diem.....	1	3,900
General supervision of work of Bureau.		
Chief Investigator of violations by individuals and corporations.	1	*2,400
Duties as indicated by title of position.		
Chief Confidential Inspector.....	1	*3,000
District Confidential Inspector @ \$2,400.....	2	*4,800
Confidential Inspectors @ \$1,800.....	6	*10,800
The inspection staff under the chief confidential inspector was employed temporarily from July 1 to December 1, 1914, to ascertain the condition of private banks. The supervision of private banks was transferred from the State Comptroller's office to the banking department on July 1, 1914.		
Examiner (8th Grade).....	1	1,800
Duties as indicated by title.		
Stenographer (Exempt).....	1	1,500
Stenographic work; correspondence.		
Confidential Messenger (Exempt).....	1	1,500
Stenographer (5th Grade).....	1	900
Stenographic work; correspondence.		

\* Signifies that the services of inspector were discontinued December 1, 1914.

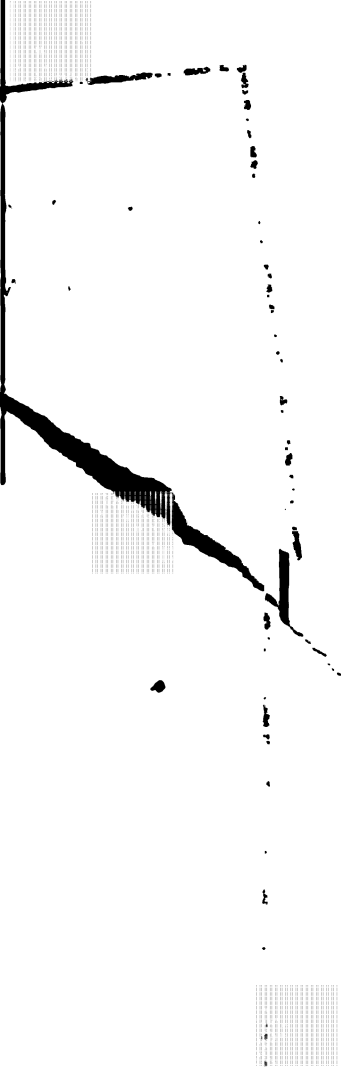
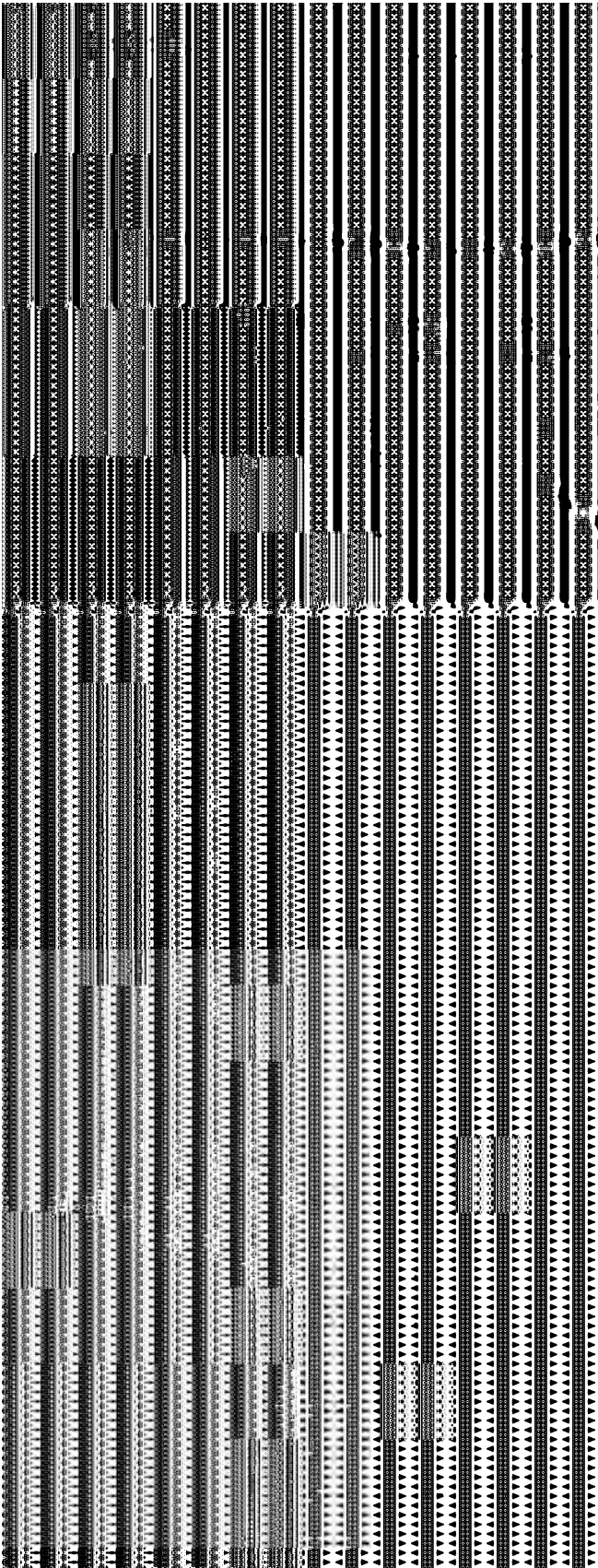
TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>BANKING DEPARTMENT</b>		
<b>3—New York City Office—<i>Continued</i></b>		
<b>5—LIQUIDATION BUREAU *</b>		
<p>When, in his judgment the superintendent deems it expedient to take possession of the business and property of any corporation to which the Banking Law is applicable, he will appoint one or more special deputy superintendents to liquidate the business.</p>		
<p>Deputy Superintendent in charge and various other employees.</p>		
<b>6—PERSONAL LOAN BUREAU</b>		
<p>This division comes under the new Banking Law and is not fully organized. When in operation it will be in charge of the fourth deputy superintendent. Supervision of personal loan companies and personal loan brokers.</p>		

\* The expenses and services of this Bureau are paid by assessment of the estates in liquidation therein and are not a charge to the State.





52



## INSURANCE DEPARTMENT

Established by chapter 690 of the Laws of 1892 as a department of the State government and charged with the execution of the laws relating to insurance. The Superintendent of Insurance has supervisory control of all insurance companies, brokers and agents transacting business in the state; has custody of securities of life and casualty companies of the state and of other countries and of fire and marine insurance companies of foreign governments deposited with him for the protection of policy holders residing in the United States; he is required to visit and examine into the affairs of corporations, associations, societies or orders, transacting, controlling or organizing an insurance business in the state, as often as may be necessary; receives reports under oath at regular intervals from such corporations, etc., abstracts of which are to be included in his annual reports to the Legislature; acts as attorney for insurance companies organized under the laws of other states or countries in order that process in any action or proceeding against such companies may be served on him; he is required to make annually valuations of all outstanding policies, additions thereto, unpaid dividends and all other obligations of every life insurance corporation doing business in the state; is empowered, in certain cases, after due process of law, to take possession of the business of insurance corporations and conduct same as the exigencies of the case may demand; and may refuse admission to any company, corporation or association applying for permission to transact insurance business in the state whenever such refusal to admit shall best promote the interests of the people of the state.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—General Supervision.....	3	\$ 13,900
2—First Deputy Superintendent (Albany Office).....	80	141,980
3—Second Deputy Superintendent (New York Office)....	96	223,994
Totals on annual pay-roll basis.....	179	\$379,874

DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>INSURANCE DEPARTMENT</b>		
1—General Administration.....	3	\$13,900
2—First Deputy Superintendent (Albany Office)		
1—ADMINISTRATIVE DIVISIONS		
1—Executive Office.....	4	11,300
2—General Office.....	6	6,120
3—Bureau of Accounts.....	6	16,650
4—Printing and Purchasing Bureau.....	5	7,850
2—BUREAU OF ASSESSMENT AND FRATERNAL CORPORATIONS.....	3	6,900
3—CHIEF CLERK'S OFFICE.....	3	6,300
4—ACTUARY'S BUREAU		
1—Administration.....	3	7,700
2—Valuation Division.....	10	16,700
3—Registrar's Office.....	3	5,200
5—STATISTICAL BUREAU.....	6	11,500
6—BUREAU OF COOPERATIVE COMPANIES.....	4	7,850
7—BROKERS' BUREAU.....	10	13,320
8—AGENCY BUREAU.....	15	17,840
9—LIQUIDATION BUREAU.....	2	6,750
3—Second Deputy Superintendent (New York Office)		
1—ADMINISTRATION.....	5	10,370
2—EXAMINATION BUREAU		
1—Supervision.....	1	2,400
2—Examining Staff.....	36	88,974
3—Title, Bond and Mortgage Division.....	1	4,500
4—Life Division.....	1	6,000
5—Fire Division.....	1	6,000
6—Casualty Division.....	1	5,000
7—Fraternal and Co-operative Division.....	1	5,000
3—COMPLAINT BUREAU.....	7	13,350
4—UNDERWRITERS' ASSOCIATION BUREAU.....	2	4,900
5—WORKMEN'S COMPENSATION BUREAU.....	10	21,200
6—AUDIT BUREAU.....	11	21,450
7—BROKERS' BUREAU.....	5	9,000
8—LEGAL BUREAU.....	2	9,500
9—STENOGRAPHIC BUREAU.....	12	16,350

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>INSURANCE DEPARTMENT</b>		
<b>1—General Administration</b>		
Superintendent of Insurance (Unclassified) . . . . .	1	\$10,000
Chief of the department, dividing his time between the Albany and New York City offices of the department as the requirements of the situation exact; appointed by the Governor for three years, by and with the advice and consent of the Senate; and employs clerks as required, appointing therefrom one or more to act as deputies; active participation in National Convention of Insurance Commissioners, by reason of membership on and chairmanship of several important committees.		
Private Secretary and Confidential Stenographer . . . . .	1	2,100
Legal and Legislative Stenographer (Exempt) . . . . .	1	1,800
Taking hearings given by superintendent, where counsel appear; also dictation from superintendent and deputy superintendent on memoranda relative to legislation recommended by department, and general dictation.		
<b>2—First Deputy Superintendent (Albany Office)</b>		
<b>1—ADMINISTRATIVE DIVISIONS</b>		
<b>1—Executive Office</b>		
First Deputy Superintendent (Exempt) . . . . .	1	6,500
General supervision of work of Albany office; chairman, Committee on Blanks, National Convention of Insurance Commissioners.		
Correspondence Clerk (8th Grade) . . . . .	1	1,800
Opens and distributes mail; assists deputy superintendent in answering correspondence; keeps records on pending admissions of other state and foreign companies; keeps dairy on matters affecting insurance legislation during legislative session; in charge of correspondence and rate manual records on workmen's compensation at Albany office.		
Stenographers (7th Grade) @ \$1,500 . . . . .	2	3,000
General dictation.		
<b>2—General Office</b>		
Indexing and filing of correspondence; care of incoming and outgoing mail; operation of telephone; watching offices at night.		
Clerk (7th Grade) . . . . .	1	1,500
Mail clerk; in charge of mailing room.		
Clerks (6th Grade) @ \$1,200 . . . . .	2	2,400
Card index clerks; filing, etc.		
Night Watchman (5th Grade) . . . . .	1	900
Clerk (4th Grade) . . . . .	1	720
Indexing; messenger service; opening mail.		
Telephone Operator (3rd Grade) . . . . .	1	600
Switchboard; also indexing letter book.		

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>INSURANCE DEPARTMENT</b>		
<b>2—First Deputy Superintendent</b>		
<b>1—ADMINISTRATIVE DIVISIONS—<i>Continued</i></b>		
<b>3—Bureau of Accounts</b>		
Preparation of monthly budgets for State Comptroller; checking and auditing of all accounts with department; keeping of financial records of department; receipt and disbursement of cash; custody of funds; preparation of payrolls; determination of basis of fees and taxes under reciprocal law, and the collection of taxes; distribution of tax to fire department collected from other state mutual fire insurance corporations.		
Chief of Bureau (12th Grade)..... Prepares monthly budgets for State Comptroller; checks and audits departmental accounts.	1	\$4,250
Tax Clerk (12th Grade)..... In charge of correspondence, fixing the basis of fees and insurance taxes under both reciprocal and direct law, and the collection of taxes thereunder; also the distribution to fire departments of taxes collected from mutual fire insurance corporations.	1	3,500
Cashier (Exempt)..... In charge of cash receipts of department and bank accounts.	1	3,500
Bookkeeper (10th Grade)..... General bookkeeping.	1	2,400
Typewriter and Copyist (7th Grade)..... Typewriting of bills, including payroll	1	1,500
Stenographer (7th Grade)..... General dictation and assisting chief	1	1,500
<b>4—Printing and Purchasing Bureau</b>		
Purchasing general supplies and equipment; auditing bills for same and issuance of orders for printing; reading and revision of printed proof on annual and special reports and miscellaneous forms; custody of stationery, office supplies and copies of departmental reports and publications.		
Chief of Bureau (9th Grade)..... Issues all orders for printing; purchases general supplies and equipment and prepares Comptroller's requisitions for same; keeps records and audits bills; supervises the reading and revising of printer's proof on annual and special reports and miscellaneous forms.	1	2,000
Proofreader and Clerk (8th Grade)..... Proofreading; assists in preparation of copy for printer; records requests for department publications.	1	1,800

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>INSURANCE DEPARTMENT</b>		
<b>2—First Deputy Superintendent</b>		
<b>1—ADMINISTRATIVE DIVISIONS</b>		
<b>4—Printing and Purchasing Bureau — <i>Continued</i></b>		
Proofreader (7th Grade)..... Proofreading; assists in indexing, stocking and distributing printed matter and supplies.	1	\$1,500
Confidential Investigator..... Assigned temporarily to this Bureau; proofreading; prepares reports for shipping.	1	1,500
Clerk (6th Grade)..... Mailing and shipping; operates multigraph machine.	1	1,050
<b>2—BUREAU OF ASSESSMENT AND FRATERNAL CORPORATIONS</b>		
Supervision of affairs of assessment and fraternal corporations, excepting examinations, including review of contracts and advertising matter; holding hearings; consideration of oral complaints; passing on application papers for admission of foreign fraternal.		
Chief of Bureau (12th Grade)..... Supervises affairs of all assessment and fraternal corporations, excepting examinations; holds preliminary hearings and reports to superintendent; passes on application papers of foreign fraternal; attends to oral complaints; transfers of deposits, securities and their examination in conjunction with deputy superintendent, and in the same connection, examination of charters on incorporation of companies and amendments thereto.	1	4,500
Stenographer (7th Grade)..... Stenographer to chief of Bureau.	1	1,500
Clerk (5th Grade)..... Duties of a clerical nature.	1	900
<b>3—CHIEF CLERK'S OFFICE</b>		
Custody of documents filed with the department by insurance companies, other than annual reports, and issuance of certificates therefrom; the furnishing of certified copies of papers and documents and the receipt of all legal papers served on the Superintendent of Insurance, as attorney for foreign corporations and the recording of same; the compilation of data for Part V of departmental report.		
Chief of Bureau of Fraternal and Assessment Corporations.... Assisting first deputy in general supervision of general office affairs.	....	.....
Chief Clerk (11th Grade)..... In charge of records; supervises the issuance of certificates and certified copies of papers and documents and the receipt of legal process served on Superintendent of Insurance; compiling data for reports.	1	2,800



TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>INSURANCE DEPARTMENT</b>		
<b>2—First Deputy Superintendent</b>		
<b>3—CHIEF CLERK'S OFFICE—Continued</b>		
General Clerk (9th Grade) . . . . . General clerical services required by assessment and fraternal bureau.	1	\$2,000
Stenographer and Clerk (7th Grade) . . . . . General dictation and preparation of certificates; keeping of records.	1	1,500
<b>4—ACTUARY'S BUREAU</b>		
Valuation of policies and policy liabilities; maintenance of lists of policyholders of domestic life insurance companies in accordance with section 94 of the Insurance Law. Valuation and recording of registered life insurance policies; examination and approval of life, accident and health insurance policies.		
<b>1—Administration</b>		
Actuary (12th Grade) . . . . . Has general supervision of work of the Bureau, including rulings relating to new provisions of law concerning life insurance companies and lists of policyholders.	1	5,000
Messenger (7th Grade) . . . . . Messenger service; receiving callers; acting clerk.	1	1,500
Stenographer (6th Grade) . . . . . Dictation, correspondence and typing.	1	1,200
<b>2—Valuation Division</b>		
First Assistant Actuary (12th Grade) . . . . . Has charge of valuation of annuity contracts; computations of valuation tables, etc.	1	3,200
Second Assistant Actuary (10th Grade) . . . . . Has charge of valuation of the various interests arising under the collateral inheritance tax law, also correspondence relating thereto.	1	2,400
Actuarial Clerks (7th Grade) @ \$1,500 . . . . .	5	7,500
Clerks (6th Grade) @ \$1,200 . . . . . Employed in determining the policy liabilities of the life insurance companies of this State; in care of lists of policyholders.	3	3,600
<b>3—Registrar's Office</b>		
Registrar (11th Grade) . . . . . Has charge of valuations and records of registered life insurance policies; also examination of life insurance policies submitted for approval.	1	2,500
Messenger (7th Grade) . . . . . Messenger service; examines all accident and health policies.	1	1,500
Stenographer (6th Grade) . . . . . r correspondence.	1	1,200

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>INSURANCE DEPARTMENT</b>		
<b>2—First Deputy Superintendent</b>		
<b>5—STATISTICAL BUREAU</b>		
Compilation of statistical data for annual report and other departmental publications; verification of securities and other matters connected with the admission of companies; standardization of blanks of insurance departments.		
Statistician (12th Grade).....	1	\$3,500
In charge of compilation of annual report, statistical tables, abstracts, book of advance tabulations printed each year prior to audit, carrying all essential figures of insurance corporations for yearly information of public; all correspondence in connection with above and regarding statistical records of companies; checking securities and other matters connected with the admission of companies, also secretary of committee on blanks of national convention of insurance commissioners.		
Assistant Statistician (9th Grade).....	1	2,000
Assistant Statistician (8th Grade).....	1	1,800
Clerks (7th Grade) @ \$1,500.....	2	3,000
Statistical and other clerical work.		
Clerk and Proofreader (6th Grade).....	1	1,200
Statistical and other clerical work; assisting in proofreading.		
<b>6—BUREAU OF CO-OPERATIVE COMPANIES</b>		
Supervision over co-operative fire insurance corporations authorized to do business in the State, Lloyds aggregations and surplus line companies; issuance of licenses authorizing sale of securities of unauthorized insurance corporations and of promoting and holding corporations; examination of application papers of foreign mutual fire insurance corporations seeking admission to State.		
Chief of Bureau (12th Grade).....	1	4,250
Has charge of examination of co-operative fire insurance corporations authorized to transact business in this State, the records and correspondence relating thereto and the examination and approval of their policies and by-laws; also correspondence and records relating to Lloyds and inter-insurance associations and to surplus line companies operating under Section 138 of the Insurance Law; examines the applications of foreign mutual fire insurance corporations seeking admission to this State, the correspondence relating thereto, and the issuance of licenses under Section 66 of the Insurance Law, authorizing the sale of the securities of unauthorized insurance corporations, and promoting and holding corporations; has general supervision over the brokers' bureau and the agency bureau.		
Stenographer (6th Grade).....	1	1,200
Stenography and typewriting; filing; keeping records; proofreading.		
Stenographer (8th Grade).....	1	1,200
Stenography and typewriting; card indexing of rulings covering co-operative companies; foreign mutuals, Lloyds and agents' and brokers' law; department rulings of department counsel; also opinions of Attorney-General.		

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>INSURANCE DEPARTMENT</b>		
<b>2—First Deputy Superintendent</b>		
<b>6—BUREAU OF CO-OPERATIVE COMPANIES — <i>Continued</i></b>		
Clerk (6th Grade).....	1	\$1,200
Indexing and filing of correspondence of underwriters, Lloyds and inter-insurers; dictation and typewriting; proofreading of policies, and general routine work of Bureau.		
<b>7—BROKERS' BUREAU</b>		
Supervision of the licensing of insurance brokers and fire insurance adjusters; maintaining a card index record of licensed brokers and adjusters and has charge of correspondence and records pertaining thereto; prepares annually a list of licensed brokers and supplemental lists; employees of the bureau assist with the work of the agency bureau after the majority of applications for brokers' licenses have been disposed of.		
Chief of Bureau of Co-operative Companies (12th Grade).....	.....	.....
General supervision of work of bureau.		
Examiner (11th Grade).....	1	3,000
Conducts examinations of co-operative fire companies and audits the annual statements filed by them; assists in the work of the Bureau; in immediate charge of the brokers' bureau.		
Clerk (6th Grade).....	1	1,200
In charge of card index of licensed brokers and adjusters; files applications received and the duplicates of the certificates of authority issued; has charge of correspondence files; assists in proofreading annual report.		
Clerk (6th Grade).....	1	1,200
Records and receipts for fees received for brokers' and adjusters' certificates; mails circular letters and acknowledgments of applications; writes and verifies index cards; does stenography and typewriting; reads proof of list of licensed brokers.		
Clerk (6th Grade).....	1	1,200
Indexing letters and card files; writing and verifying certificates; typewriting and general work.		
Clerk (6th Grade).....	1	1,200
Typewriting and general office work.		
Stenographers (6th Grade) @ \$1,200.....	2	2,400
Stenography and typewriting and general routine work.		
Clerk (5th Grade).....	1	900
Opens mail; sends out circular letters and blank applications; makes out and verifies certificates; prepares list of certificates issued for New York office; reads proof; does general clerical work.		
Clerk (4th Grade).....	1	720
Assists in the general office work of the Bureau.		

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>INSURANCE DEPARTMENT</b>		
<b>2—First Deputy Superintendent</b>		
<b>7—BROKERS' BUREAU — Continued</b>		
Confidential Investigator (Exempt)..... Examines brokers' applications; investigates irregularities and assists in the general routine work of the bureau.	1	\$1,500
<b>8—AGENCY BUREAU</b>		
This bureau has charge of the licensing of agents under sections 50, 91, 91-a and 142 of the Insurance Law. It also maintains a card index record of all licensed agents, and has charge of correspondence and records pertaining to agents.		
Chief of Bureau of Co-operative Companies (12th Grade)..... General supervision of work of bureau.	.....	.....
Chief Clerk (9th Grade)..... Agents' appointment bureau; in immediate charge of bureau.	1	2,000
Clerk (7th Grade)..... Preparing life agents' certificates of authority.	1	1,500
Clerks (6th Grade) @ \$1,200..... General clerical work necessary to maintaining required files, records and indexes in connection with the receipt of applications and issuance of certificates; the recording of names of licensed agents and correspondence in connection therewith.	7	8,400
Stenographer (6th Grade)..... Stenographic work; in charge of designations filed by companies; recording agents licensed; furnishing data for use in billing companies for fees; looking over correspondence; dictating letters.	1	1,200
Stenographer (6th Grade)..... Stenography and typewriting; writing certificates and index cards; miscellaneous work in connection with the checking of applications.	1	1,200
Typewriter Copyist (6th Grade)..... Writing certificates and index cards; acknowledging receipt of and indexing applications; miscellaneous office work.	1	1,200
Clerk (5th Grade)..... Writing and keeping record of certificates issued; mailing applications and circular letters; ascertaining whether complaints have been filed against applicants for certificates, and assisting in checking up agents under Section 142.	1	900
Clerk (4th Grade)..... Writing certificates; checking applications; searching files; general clerical work.	1	720
Stenographer (4th Grade)..... Stenography and typewriting; passed upon applications for agents' certificates; conducts correspondence with reference thereto.	1	720

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>INSURANCE DEPARTMENT</b>		
<b>2—First Deputy Superintendent—Continued</b>		
<b>9—LIQUIDATION BUREAU</b>		
<p>This bureau constitutes the agency through which the business of insolvent insurance corporations is being liquidated under the provisions of section 63 of the Insurance Law. The work of the bureau is conducted by the bureau chief with the assistance of a cashier and such clerks, stenographers and other assistants as the circumstances of the various corporations in liquidation demand. The practice is to retain such of the employees of each company which comes into liquidation as may be necessary to attend to the details of its affairs, and to dispense with them as rapidly as consistent with the proper conduct of its business. All employees except the bureau chief and the cashier are temporary, paid out of the funds of the liquidated corporations. Under the appointment, as special deputy superintendent of insurance, possession is taken of the offices of the corporations placed in liquidation and the business of such offices is continued until the office force can be dispensed with and the records brought to Albany.</p>		
Chief of Bureau (12th Grade) . . . . .	1	\$4,250
In immediate charge of the bureau; acts as special deputy superintendent of insurance in the liquidation of the various companies.		
Cashier (11th Grade) . . . . .	1	2,500
Custody of funds; detailed in part to assist in underwriters' associations bureau at New York office.		
<b>3—Second Deputy Superintendent (New York office)</b>		
<b>1—ADMINISTRATION</b>		
Second Deputy Superintendent (Exempt) . . . . .	1	6,500
General executive duties and supervision of work of New York office; conferences and hearings on matters affecting insurance companies and insuring public; official correspondence.		
Messenger (6th Grade) . . . . .	1	1,200
General duties; assigned to office duties in the underwriters' associations bureau.		
Clerk (6th Grade) . . . . .	1	1,050
Filing correspondence and assisting in general office work.		
Actuarial Clerk (5th Grade) (Temporary) . . . . .	1	900
Copying correspondence and mailing same; distributing correspondence and other matters to the various bureaus and general office work.		
Telephone Operator (4th Grade) . . . . .	1	720
General duties.		

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>INSURANCE DEPARTMENT</b>		
<b>3—Second Deputy Superintendent (New York office)—<i>Cont'd</i></b>		
<b>2—EXAMINATION BUREAU</b>		
Investigations into the conditions and affairs of all insurance corporations transacting business in the State including examinations under oath of officers and agents thereof.		
<b>1—Supervision</b>		
Second Deputy Superintendent (Exempt).....	.....	.....
Direction of activities of bureau and assignment of examiners.		
Chief Clerk (Assistant Examiner) (10th Grade).....	1	\$2,400
Detailed to perform the necessary clerical work connected with examination of companies; recording time slips; appraisals of property; filing and transmitting reports on examinations, etc.		
<b>2—Examining Staff</b>		
Assistant Chief Examiner (12th Grade).....	1	3,750
Assistant Chief Examiner (12th Grade).....	1	3,250
Assistant Chief Examiner (12th Grade).....	1	3,012
Assisting chief examiners to whom they may be detailed; conducting examinations of insurance companies.		
Examiners (11th Grade) @ \$3,000.....	6	18,000
Examiners (11th Grade) @ \$2,750.....	4	11,000
Examiners (11th Grade) @ \$2,600.....	1	2,600
Conducting and participating in examinations of insurance companies.		
Assistant Examiners (11th Grade) @ \$2,500.....	3	7,500
Assistant Examiners (11th Grade).....	1	2,412
Assistant Examiners (10th Grade) @ \$2,400.....	6	14,400
Assistant Examiners (10th Grade).....	1	2,200
Assistant Examiners (9th Grade) @ \$2,100.....	4	8,400
Assistant Examiners (9th Grade) @ \$1,950.....	5	9,750
Participating in examinations of insurance companies.		
Confidential Clerk (7th Grade).....	1	1,500
Assisting in examinations and investigations.		
Clerk (6th Grade).....	1	1,200
Performing clerical work while assisting in examination of insurance companies.		
<b>3—Title, Bond and Mortgage Division</b>		
Chief Examiner (12th Grade).....	1	4,500
In charge of examinations of title, bond and mortgage companies.		
<b>4—Life Division</b>		
Chief Examiner (12th Grade).....	1	6,000
Supervising and directing the examination of life insurance companies; passing upon matters affecting life companies.		

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>INSURANCE DEPARTMENT</b>		
<b>3—Second Deputy Superintendent (New York office)</b>		
<b>2—EXAMINATION BUREAU — <i>Continued</i></b>		
<b>5—Fire Division</b>		
Chief Examiner (12th Grade).....	1	\$6,000
Supervising and directing examination of fire companies; passing upon matters affecting fire companies.		
<b>6—Casualty Division</b>		
Chief Examiner (12th Grade).....	1	5,000
Supervising and directing the examination of casualty companies; passing upon matters affecting casualty companies.		
<b>7—Fraternal and Co-operative Division</b>		
Chief Examiner (12th Grade).....	1	5,000
Supervising and directing the examination of fraternal associations and co-operatives; passing upon matters affecting these companies.		
<b>3—COMPLAINT BUREAU</b>		
Investigation of complaints made against companies by policyholders and others involving adjustment of claims.		
Chief of Bureau (11th Grade).....	1	3,000
In charge of complaint bureau. Investigating and directing investigation of complaints.		
Chief Confidential Investigator (Exempt).....	1	2,250
Confidential Investigator (Exempt).....	1	1,800
Confidential Investigator (Exempt) @ \$1,650.....	2	3,300
Confidential Investigator (Exempt) @ \$1,500.....	2	3,000
Investigating complaints; assisting in examinations of insurance companies.		
<b>4—UNDERWRITERS' ASSOCIATION BUREAU</b>		
Examinations of rate making and allied associations; investigation of complaints involving unfair discriminations in rates.		
Chief Examiners (12th Grade).....	1	4,000
Directing and conducting examinations of rate making and allied associations; investigating and directing investigation of complaints involving unfair discriminations in rates.		
Cashier of Liquidation Bureau (11th Grade).....	.....	.....
Generally assisting in work of bureau when not engaged on work of liquidation bureau.		
Clerk (5th Grade).....	1	900
Filing rate cards; filing correspondence and clerical work.		

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>INSURANCE DEPARTMENT</b>		
<b>3—Second Deputy Superintendent (New York Office) <i>Cont'd</i></b>		
<b>5—WORKMEN'S COMPENSATION BUREAU</b>		
Consideration of workmen's compensation questions, including determination of rates; inspection of plants as regards safety devices; examination of mutual liability companies and of applications for fire adjusters' licenses.		
Associate Actuary (12th Grade)..... In charge of the activities of the Bureau.	1	\$5,000
Examiner (11th Grade)..... Examining mutual liability insurance companies; dictating correspondence.	1	3,000
Recorder (Exempt)..... (Detailed to workmen's compensation bureau). Passing upon workmen's compensation rates and classifications; department representative at the compensation inspection rating board; supervising the work of safety inspectors; examination of applications for fire adjusters' licenses; assisting examinations of insurance companies.	1	3,750
Assistant Examiner (9th Grade)..... Actuarial work in connection with compensation rates.	1	1,950
Clerk, (7th Grade)..... Filing rates, correspondence and other records of the Bureau; typewriting and other clerical work.	1	1,500
Safety Inspectors (6th Grade) @ \$1,200..... Checking up inspection reports of the compensation inspection rating board; inspecting plants for the purpose of testing accuracy of merit rating.	5	6,000
<b>6—AUDIT BUREAU</b>		
Examination and auditing of annual and quarterly statements of insurance companies; valuation of stocks, bonds and other securities owned by insurance companies; preparation of statistical data in connection therewith.		
Auditor and Assistant Actuary (12th Grade)..... General charge of the audit bureau; confers with heads of other departments regarding matters of mutual interest; assisting the associate actuary in passing upon problems brought out in workmen's compensation bureau.	1	5,000
Assistant Auditor (12th Grade)..... General assistant to the auditor in directing the operations of the audit bureau.	1	3,250
Chief Examiner (12th Grade)..... Supervising the examination and auditing of annual and quarterly statements of insurance companies; co-operates in valuation in stocks, bonds and other securities owned by insurance companies.	1	4,000



TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>INSURANCE DEPARTMENT</b>		
<b>3—Second Deputy Superintendent (New York Office)</b>		
<b>6—AUDIT BUREAU — Continued</b>		
Clerk (7th Grade).....	1	\$1,500
Clerk (7th Grade).....	1	1,400
Clerks (6th Grade)@ \$1,200.....	3	3,600
Clerk (6th Grade).....	1	1,100
Clerk (6th Grade).....	1	1,000
Junior Clerk (3rd Grade).....	1	600
Examining and auditing insurance companies' statements; maintaining card file of valuations of securities owned by insurance companies; preparation of statistical matter.		
<b>7—BROKERS' BUREAU</b>		
Examination and investigation of applications for brokers' certificates of authority; investigation of complaints against brokers.		
Examiner (11th Grade).....	1	3,000
Supervising administration of Section 143; examining applications; examining brokers and passing upon their fitness.		
Confidential Investigators (Exempt) @ \$1,650.....	2	3,300
Investigating matters in connection with brokers' applications and licenses and investigating complaints against brokers.		
Stenographer (7th Grade).....	1	1,500
Taking testimony in examination of brokers; correspondence of brokers' bureau.		
Clerk (6th Grade).....	1	1,200
Filing record of brokers' applications and licenses; filing correspondence.		
<b>8—LEGAL BUREAU</b>		
Consideration of legal questions arising in connection with the administration of the Insurance Law; preparing briefs and appearing in court in litigation cases.		
Third Deputy Superintendent (Exempt).....	1	4,500
Passing upon legal points arising principally from examination of companies.		
Counsel (Exempt).....	1	5,000
Passing upon the larger legal questions in connection with the administration of the insurance law; preparing briefs and appearing in court.		
Chief Examiner of Title, Bond and Mortgage Div. (12th Grade).....		
Assisting in the preparing of opinions or briefs and appearing in court; passing upon legal points involved in minor matters.		

# ORGANIZATION AND FUNCTIONS

123

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>INSURANCE DEPARTMENT</b>		
<b>3—Second Deputy Superintendent (New York Office)</b>		
<b>9—STENOGRAPHIC BUREAU</b>		
Stenographer in charge of bureau (8th Grade).....	1	\$1,800
In charge of the stenographic bureau and the detailing of stenographers.		
Confidential Stenographer (8th Grade).....	1	1,800
Special duties as private secretary to the superintendent at New York; general stenographic work for examination staff.		
Stenographers (7th Grade) @ \$1,500.....	3	4,500
Stenographers (6th Grade) @ \$1,200.....	6	7,200
Stenographer (6th Grade).....	1	1,050
Dictation and typewriting; copying.		



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## DEPARTMENT OF EXCISE

The Excise Law, chapter 39, Laws of 1909, established State control of the liquor traffic under a Commissioner of Excise and created a high license system of taxation, fixing the rates for all localities in accordance with population. The Department of Excise issues liquor tax certificates; collects the taxes assessed, together with fines, penalties, forfeitures and transfers and pays one-half of same to the city or town in which the collections are made; also collects taxes paid by bottlers of malt liquors and common carriers, and forfeited tax bonds. These belong to the State. The department prosecutes or defends civil actions or proceedings brought under the Liquor Tax Law.

ORGANIZATION	Number of employees	Amount pay-roll basis
<b>1—Administration</b>		
1—Supervision.....	10	\$25,890
2—Financial.....	2	4,750
3—Auditing and Accounting.....	2	6,000
4—Bookkeeping.....	5	8,950
5—Stenographic and Clerical.....	24	30,100
6—Property and Supplies.....	2	3,300
7—Statistical.....	1	2,300
8—Legal.....	7	27,200
9—Special Service.....	67	97,950
<b>10—Special Deputy Commissioners' Offices*</b>		
1—Manhattan and Bronx.....	12	13,050
2—Borough of Brooklyn.....	7	7,475
3—Borough of Queens.....	2	1,610
4—Borough of Richmond.....	1	1,000
5—County of Erie.....	4	3,740
6—County of Monroe.....	2	1,700
7—County of Albany.....	2	1,600
8—County of Onondaga.....	1	1,000
9—County of Oneida.....	1	750
10—County of Rensselaer.....	1	750
11—County of Westchester.....	2	2,000
12—County of Niagara.....	1	750
13—County of Schenectady.....	1	750
14—County of Orange.....	1	1,000
<b>Total on annual pay-roll basis.....</b>	<b>158</b>	<b>\$243,615</b>

\*Salaries of Special Deputies and their office employees, etc., are paid one-half by the State and one-half by the county or city in which the office is located. The amounts as above are the State's proportion only.

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>DEPARTMENT OF EXCISE</b>		
<b>1—Administration</b>		
General executive office of the Department administering the law, collection of excise taxes and penalties, handling finances, maintaining records and accounts; direction of all officials and employees of the Department; sale of liquors seized under violation of the law; purchase and issuance of supplies, etc.		
<b>1—SUPERVISION</b>		
Commissioner of Excise (Unclassified) . . . . .	1	\$7,000
Appointed by Governor, by and with the consent of the Senate, for term of five years; appoints a deputy, second deputy and fourteen special deputies in specified divisions; designates special attorneys; appoints sixty special agents and all other employees; is party to actions affecting the submission of local option questions and directs the general administration of the department.		
Deputy Commissioner (Exempt) . . . . .	1	5,000
General administrative duties; supervision of special deputies and financial division; acts in absence of commissioner.		
Second Deputy (Exempt) . . . . .	1	3,500
General administrative duties; supervision of special agents division.		
Secretary (Exempt) . . . . .	1	2,000
Direction and supervision of correspondence; opens mail; receives visitors; general secretarial duties.		
Confidential Clerk (Exempt) . . . . .	1	3,250
Acts in confidential capacity to, and represents commissioner in legal matters; receives visitors.		
Bank Messenger (Exempt) . . . . .	1	1,500
Chauffeur (Non-competitive) . . . . .	1	1,300
Telephone Operator . . . . .	1	900
Laborer (Mail and Express Clerk) . . . . .	1	720
Doorman . . . . .	1	720
Duties indicated by positions.		
<b>2—FINANCIAL</b>		
Handling of finances; approval of bills; sale of seized liquors, etc.		
Financial Clerk (Exempt) . . . . .	1	2,000
Assists the cashier and auditor; keeps track of all accounts against the department; approves all bills for office expenses and supplies; has charge of sale of liquors seized under uncertified traffic.		
Cashier (Exempt) . . . . .	1	2,750
Handles all cash passing through the department and conveys into State treasury; purchases and keeps record of all postage stamps		

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>DEPARTMENT OF EXCISE</b>		
<b>1—Administration</b>		
<b>3—AUDITING AND ACCOUNTING</b>		
Auditing bills, pay-rolls and accounts, certifying bills for payment; examining liquor tax certificates of special deputy commissioners and county treasurers; seeing to proper apportionment and collection of excise moneys, etc.		
Auditor (Exempt).....	1	\$3,000
Has charge of all accounts against Albany office, and the fourteen special deputy commissioners' offices; certifies bills and accounts against the department; audits pay-rolls; audits and certifies to all legal expenses of attorneys; expenditures of all special agents and detectives; and all other charges against the department, preparatory to submission to the State Comptroller.		
Accountant and Special Examiner.....	1	3,000
Examines records of issuance of liquor tax certificates of all special deputy commissioners and county treasurers of the State, and sees that the State's portion of the moneys received from such certificates and licenses is properly accounted for and paid to the Commissioner of Excise.		
<b>4—BOOKKEEPING</b>		
Keeping of books of accounts of the Department; also the issuance of night licenses, etc.		
Chief Bookkeeper (11th Grade).....	1	2,500
Has charge and supervision of the bookkeeping department; issues all-night licenses and records same.		
Bookkeeper (9th Grade).....	1	2,100
Bookkeeper (8th Grade).....	1	1,800
Bookkeeper (7th Grade).....	1	1,350
Bookkeeper (6th Grade).....	1	1,200
Handle all bookkeeping and general accounts of the various branches of the department.		
<b>5—STENOGRAPHIC AND CLERICAL</b>		
Stenographic and typewriting work; copying data for agents and detectives; filing correspondence and general clerical work.		
Stenographers (8th Grade) @ \$1,800.....	2	3,600
Stenographers (8th Grade).....	1	1,600
Stenographers (7th Grade).....	1	1,300
Stenographers (6th Grade) @ \$1,200.....	13	15,600
Stenographers (6th Grade).....	1	1,100
Typewriter Copyist (6th Grade).....	1	1,200
General stenography, typewriting, copying and other clerical work.		



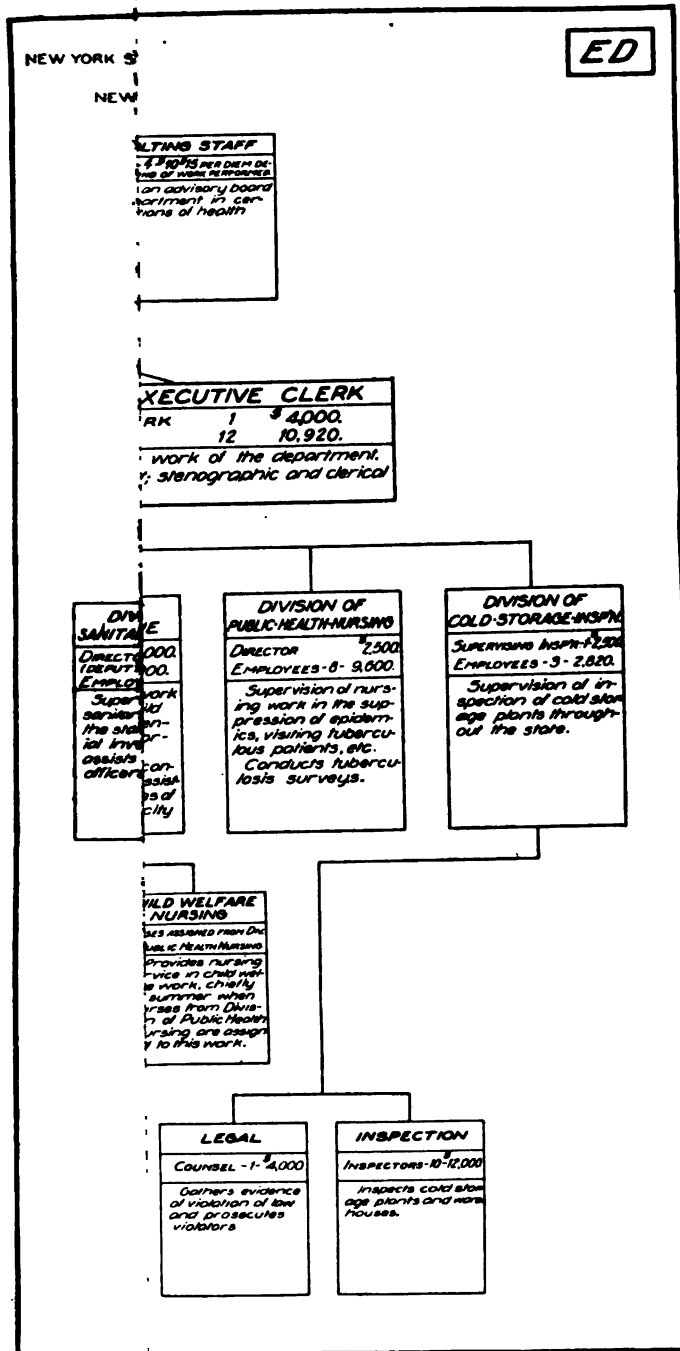
TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>DEPARTMENT OF EXCISE</b>		
<b>1—Administration</b>		
<b>5—STENOGRAPHIC AND CLERICAL—Continued</b>		
Clerk (7th Grade).....	1	\$1,500
Clerk (6th Grade).....	1	1,100
Junior Clerk (3rd Grade).....	1	600
Filing Clerk (7th Grade).....	1	1,300
Certificate Clerk (6th Grade).....	1	1,200
Assistants in bookkeeping; furnishing data for agents and detectives; have charge of all files, filing correspondence, reports, etc.		
<b>6—PROPERTY AND SUPPLIES</b>		
Purchasing and issuing supplies, furniture and equipment for all offices.		
Property Clerk (Exempt).....	1	2,400
Purchases all supplies, office furniture, fixtures, etc., for all offices of the department and several deputy commissioners' offices; has charge of stock room; keeps record of supplies received and issued and of inven- tories, etc.		
Laborer.....	1	900
Assists property clerk; attends to packing and shipment of supplies to all divisions.		
<b>7—STATISTICAL</b>		
Preparation of data for annual report; recording of votes cast at local option elections; apportionment of excise moneys; charge of census enumeration for excise purposes, etc.		
Statistician (10th Grade).....	1	2,300
Prepares data for commissioner's annual report; keeps track of votes at local option elections in various municipalities of the State; apportions excise moneys to the State and the various counties and excise localities; maintains record of census enumeration.		
<b>8—LEGAL</b>		
Represents the Commissioner and acts with special depu- ties, agents and county treasurers in the prosecution or defense of actions under the Liquor Tax Law.		
Chief Counsel (Exempt).....	1	5,000
Has general charge of the legal division and is attorney of record for the department.		
Attorneys (Exempt) @ \$4,300.....	3	12,900
Attorneys (Exempt).....	1	3,800
Attorneys (Exempt).....	1	3,000
Attorneys (Exempt).....	1	2,500
Prosecute and defend all legal actions for or against the department, county treasurers and fiscal agents.		

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>DEPARTMENT OF EXCISE</b>		
<b>1—Administration</b>		
<b>9—SPECIAL SERVICES</b>		
Chief Inspector (Exempt).....	1	\$3,000
Special Agents (Exempt) @ \$1,500.....	45	67,500
Special Agents (Exempt) @ \$1,250.....	15	18,750
Detectives (Exempt) @ \$1,500.....	5	7,500
Clerk (Non-competitive).....	1	1,200
Confidential agents of the commissioner; investigation of all matters relating to the collection of liquor taxes; performance of duties of search and seizure of liquors under violations of the law.		
<b>10—SPECIAL DEPUTY COMMISSIONERS' OFFICES</b>		
Subdivisions of the State for the purpose of local administration of the Liquor Tax Law, issuance of liquor tax certificates, collection of excise money, etc.		
<b>1—Manhattan and Bronx</b>		
Special Deputy Commissioner (Exempt) @ \$5,000.....	1	2,500
General executive officer of, and issues all liquor tax certificates in the district.		
Cashier and Bookkeeper (Exempt) @ \$3,500.....	1	1,750
First Assistant Cashier (Exempt) @ \$2,500.....	1	1,250
Second Assistant Cashier (9th Grade) @ \$2,000.....	1	1,000
Collection and apportionment of all excise moneys of this district. Handling of cash and keeping accounts.		
Confidential Clerk (Exempt) @ \$2,000.....	1	1,000
General confidential assistant to the special deputy commissioner.		
Clerk (8th Grade) @ \$1,800.....	1	900
Clerks (7th Grade) @ \$1,500.....	2	1,500
General clerical work, issuing certificates and performing various executive details of the operation of the office.		
Stenographer (8th Grade) @ \$1,800.....	1	900
Stenographer (7th Grade) @ \$1,500.....	1	750
General stenographic and typewriting work of correspondence, filing, etc.		
Stenographer and Clerk (7th Grade) @ \$1,500.....	1	750
General stenographic and clerical work.		
Acting Auditor @ \$1,500.....	1	750
Examines and approves bills and accounts before sending to auditor at Albany office.		
<b>2—Borough of Brooklyn</b>		
Special Deputy Commissioner (Exempt) @ \$3,750.....	1	1,875
General executive officer at and issues all liquor tax certificates in the district.		

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>DEPARTMENT OF EXCISE</b>		
<b>1—Administration</b>		
<b>10—DEPUTY COMMISSIONERS' OFFICES</b>		
<b>2—Borough of Brooklyn—Continued</b>		
Cashier (Exempt) @ \$3,200 .....	1	\$1,600
Assistant Cashier (Exempt) @ \$1,500 .....	1	750
Collection and apportionment of excise tax of the district; handling cash; keeping accounts.		
Confidential Clerk (Exempt) @ \$2,000 .....	1	1,000
General confidential assistant to the special deputy commissioner.		
Clerks (7th Grade) @ \$1,500 .....	2	1,500
General clerical work of the executive duties of the office.		
Stenographer (7th Grade) @ \$1,500 .....	1	750
General stenographic and typewriting work pertaining to correspondence, records and filing.		
<b>3—Borough of Queens</b>		
Special Deputy Commissioner (Exempt) @ \$2,500 .....	1	1,250
General executive officer of, and issues all liquor tax certificates in the district.		
Clerk (Exempt) @ \$720 .....	1	360
General detail executive duties of the office.		
<b>4—Borough of Richmond</b>		
Special Deputy Commissioner (Exempt) @ \$2,000 .....	1	1,000
General executive officer of and issues all liquor tax certificates in the district.		
<b>5—County of Erie</b>		
Special Deputy Commissioner (Exempt) @ \$3,000 .....	1	1,500
General executive officer of, and issues all liquor tax certificates in the district.		
Cashier (Exempt) @ \$2,000 .....	1	1,000
Collection and apportionment of excise tax of the district; handling cash; keeping accounts.		
Auditor (9th Grade) @ \$2,000 .....	1	1,000
Examines and approves all bills against the district before sending to the general auditor at Albany office.		
Stenographer @ \$480 .....	1	240
General stenographic and typewriting work, filing, etc.		
<b>6—County of Monroe</b>		
Special Deputy Commissioner (Exempt) @ \$2,500 .....	1	1,250
General executive officer of, and issues all liquor tax certificates in the district.		
Clerk @ \$900 .....	1	450
Routine office work.		

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>DEPARTMENT OF EXCISE</b>		
<b>1—Administration</b>		
<b>10—DEPUTY COMMISSIONER'S OFFICE</b>		
<b>7—County of Albany</b>		
Special Deputy Commissioner (Exempt) @ \$2,000 . . . . . General executive officer of, and issues all liquor tax certificates in the district.	1	\$1,000
Cashier (Exempt) @ \$1,200 . . . . . Collection and apportionment of excise tax in the district; handling cash; keeping accounts.	1	600
<b>8—County of Onondaga</b>		
Special Deputy Commissioner (Exempt) @ \$2,000 . . . . . General executive officer of, and issues all liquor tax certificates in the district.	1	1,000
<b>9—County of Oneida</b>		
Special Deputy Commissioner (Exempt) @ \$1,500 . . . . . General executive officer of, and issues all liquor tax certificates in the district.	1	750
<b>10—County of Rensselaer</b>		
Special Deputy Commissioner (Exempt) @ \$1,500 . . . . . General executive officer of, and issues all liquor tax certificates in the district.	1	750
<b>11—County of Westchester</b>		
Special Deputy Commissioner (Exempt) @ \$2,500 . . . . . General executive officer of, and issues all liquor tax certificates in the district.	1	1,250
Cashier (Exempt) @ \$1,500 . . . . . Collection and apportionment of excise tax in the district; handling cash; keeping accounts.	1	750
<b>12—County of Niagara</b>		
Special Deputy Commissioner (Exempt) @ \$1,500 . . . . . General executive officer of, and issues all liquor tax certificates in the district.	1	750
<b>13—County of Schenectady</b>		
Special Deputy Commissioner (Exempt) @ \$1,500 . . . . . General executive officer of, and issues all liquor tax certificates in the district.	1	750
<b>14—County of Orange</b>		
Special Deputy Commissioner (Exempt) @ \$2,000 . . . . . General executive officer of, and issues all liquor tax certificates in the district.	1	1,000





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## STATE DEPARTMENT OF HEALTH

The State Commissioner of Health is the executive head of the department, and has direction over all its activities. He is charged by law to exercise general supervision over the work of all the local health authorities in the State excepting in the City of New York, with power of removal of local health officers. The department is required to make inquiries in respect to the causes of disease, especially epidemics, and investigate the sources of mortality, and the effect of localities, employment and other conditions upon the public health. The department is charged with the enforcement of the general provisions of the Public Health Law and the sanitary code enacted by the public health council; controls public water supplies and sewage disposal; controls and suppresses epidemics of communicable diseases; has general supervision over cold storage food products; conducts campaign by publicity and education for establishment of tuberculosis hospitals, infant milk stations, etc.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—General Administration .....	21	\$39,420
2—Public Health Council .....	6	6,000
3—Consulting Staff .....	.....	.....
4—Division of Sanitary Supervision .....	21	64,000
5—Division of Sanitary Engineers .....	11	20,480
6—Division of Laboratories .....	38	35,820
7—Division of Communicable Diseases .....	7	9,820
8—Division of Vital Statistics .....	16	17,860
9—Division of Publicity and Education .....	13	19,020
10—Division of Child Hygiene .....	2	4,900
11—Division of Public Health Nursing .....	9	12,100
12—Division of Cold Storage Inspection .....	15	21,320
Total on annual pay-roll basis .....	159	\$250,740

\* Four employees paid \$10 to \$15 per diem, when actually employed, depending upon character of service required.



DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>HEALTH DEPARTMENT</b>		
<b>1—General Administration</b>		
1—EXECUTIVE.....	1	\$8,000
2—OFFICE OF DEPUTY COMMISSIONER.....	2	6,200
3—OFFICE OF SECRETARY.....	5	10,300
4—OFFICE OF EXECUTIVE CLERK.....	13	14,920
<b>2—Public Health Council.....</b>	6	6,000
<b>3—Consulting Staff</b>		
<b>4—Division of Sanitary Supervisors.....</b>	21	64,000
<b>5—Division of Sanitary Engineering</b>		
1—ADMINISTRATION.....	6	10,980
2—ENGINEERING.....	2	4,000
3—INSPECTION.....	3	5,500
<b>6—Division of Laboratories</b>		
1—ADMINISTRATION.....	12	11,200
2—ANTITOXIN LABORATORY.....	11	9,560
3—HYGIENIC LABORATORY.....	15	15,060
<b>7—Division of Communicable Diseases</b>		
1—ADMINISTRATION.....	3	5,620
2—BUREAU OF RECORDS.....	1	720
3—BUREAU OF STATISTICS.....	2	1,080
4—SUPPRESSION OF EPIDEMICS.....	1	2,400
<b>8—Division of Vital Statistics</b>		
1—ADMINISTRATION.....	3	5,500
2—BUREAU OF RECORDS.....	9	7,860
3—BUREAU OF STATISTICS.....	4	4,500
<b>9—Division of Publicity and Education</b>		
1—ADMINISTRATION.....	2	4,720
2—PUBLICITY.....	2	2,700
3—EDUCATION.....	9	11,600
<b>10—Division of Child Hygiene</b>		
1—ADMINISTRATION.....	2	4,900
2—CHILD WELFARE EXHIBITS.....	.....	.....
3—CHILD WELFARE NURSING.....	.....	.....
<b>11—Division of Public Health Nursing.....</b>	9	12,100
<b>12—Division of Cold Storage Inspection</b>		
1—ADMINISTRATION.....	4	5,320
2—INSPECTION.....	10	12,000
3—LEGAL.....	1	4,000

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>HEALTH DEPARTMENT</b>		
<b>1—General Administration</b>		
<b>1—EXECUTIVE</b>		
Commissioner of Health.....	1	\$8,000
General administration and supervision of the department. Is trustee ex-officio of the Institute for Study of Malignant Diseases.		
<b>2—OFFICE OF DEPUTY COMMISSIONER</b>		
Deputy Commissioner.....	1	5,000
Supervises all divisions of the department; holds hearings; lectures on public health subjects.		
Stenographer (6th Grade).....	1	1,200
Stenographic work for the deputy commissioner.		
<b>3—OFFICE OF SECRETARY</b>		
Secretary.....	1	4,000
Advises department in legal matters; conducts hearings before the commissioner and deputy commissioner. Serves as secretary of the public health council.		
Assistant Secretary (10th Grade).....	1	2,700
General secretarial work of the office; acts as stenographer for hearings.		
Stenographer (7th Grade).....	1	1,500
Performs general stenographic work for the office and for public health council.		
Legal Assistant (6th Grade).....	1	1,200
Assists the secretary in passing upon legal matters and in drafting sections of sanitary code adopted by the public health council.		
Stenographer (5th Grade).....	1	900
Performs stenographic work for the legal assistant.		
<b>4—OFFICE OF EXECUTIVE CLERK</b>		
Executive Clerk.....	1	4,000
General office executive and manager. In charge of audit, stenographic and clerical force.		
Confidential Stenographer.....	1	1,200
Special stenographic work for the executive clerk.		
Audit Clerk (7th Grade).....	1	1,800
Draws requisitions on State Comptroller covering expenditures of the department; audits bills against department.		
Filing Clerk (6th Grade).....	1	1,200
In charge of files and records.		
Librarian and Assistant Filing Clerk (4th Grade).....	1	720
Has charge of library; assists filing clerk.		

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>HEALTH DEPARTMENT</b>		
<b>1—General Administration</b>		
<b>4—OFFICE OF EXECUTIVE CLERK—Continued</b>		
Assistant to Auditor and Requisition Clerk (4th Grade)..... Checks requisitions against vouchers.	1	\$720
Supply Clerk (7th Grade)..... Keeps record of orders and shipment of supplies ordered by the department for use of local boards of health.	1	1,800
Telephone Operator (3d Grade)..... Operates switchboard.	1	600
Messenger (3d Grade)..... General messenger and runner.	1	600
Mailing List Clerk (2d Grade)..... Has charge of mailing list.	1	480
Laborers @ \$720..... General office work; wrapping supplies, operating addressing machine, etc.	2	1,440
Page..... General office work; messenger.	1	360
<b>2—Public Health Council</b>		
Consists of six members appointed by the Governor. The council serves as a legislative body only; has no executive, administrative or appointive duties, but is empowered to enact a State-wide sanitary code, the provisions of which apply to all of the political divisions of the State of New York (excepting the city of Greater New York, and such other exceptions as may be made by the council), and deal with any matters affecting the security of life or health or the preservation or improvement of public health in the State of New York. The provisions of the sanitary code shall have the force and effect of law and any violations of any portion thereof may be declared a misdemeanor.		
Member of Council @ \$1,000..... Establish and amend sanitary code, enact and amend by-laws and prescribe regulations for the qualifications of directors of divisions, sanitary supervisors, local health officers and public health nurses.	6	6,000
<b>3—Consulting Staff</b>		
At the command of the Department as occasion requires.		
Bacteriologist, Director of Laboratories, New York city, Department of Health.....		*

\* Ten to fifteen dollars per diem depending upon character of work required.

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>HEALTH DEPARTMENT</b>		
<b>3—Consulting Staff—Continued</b>		
Dermatologist, Professor of Dermatology, Albany Medical College.....	.....	*.....
Pediatrician, Professor of Diseases of Children, Columbia University, New York City.....	.....	*.....
Statistician, Professor of Political Economy and Statistics, Cornell University.....	.....	*.....
Members of staff act as advisors and consultants to the department.		
<b>4—Division of Sanitary Supervision</b>		
<b>I—ADMINISTRATION</b>		
Assisting local health officers in annual sanitary surveys of their respective districts, investigating and suppressing epidemics, adjusting questions of jurisdiction, and enforcing the health laws and the sanitary code. Inspection of labor camps and Indian reservations, promoting efficient registration of vital statistics.		
Director.....	1	\$4,000
Directs the work of sanitary supervisors.		
Sanitary Supervisor @ \$3,000.....	20	60,000
Assigned to sanitary districts composed of two or more counties. Make special investigations in their respective districts and assist local health officers in general enforcement of the public health laws and sanitary code.		
<b>5—Division of Sanitary Engineering</b>		
Has supervision over matters pertaining to public water supplies and sewage systems in the State, as provided under the Public Health Law, Village Law, Town Law, County Tuberculosis and Conservation Laws. Investigates and reports on sanitary engineering problems and furnishes advice to municipalities concerning matters pertaining to sanitary engineering. Conducts investigations of public nuisances, sanitary conditions of State institutions and summer resorts.		
<b>I—ADMINISTRATION</b>		
Chief Engineer.....	1	4,500
Passes upon engineering problems coming before the department—water purification, sewage and garbage disposal. Drafts rules for protection of public water supplies.		
Principal Assistant Engineer.....	1	3,000
Assists the chief engineer in duties as above.		
Stenographer (6th Grade), @ \$1,200.....	2	2,400
Stenographer (3d Grade).....	1	600
Stenographer (2d Grade).....	1	480
Stenographic, typewriting and office work.		

\*Ten to fifteen dollars per diem depending upon character of work required.

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>HEALTH DEPARTMENT</b>		
<b>5—Division of Sanitary Engineering — <i>Continued</i></b>		
<b>2—ENGINEERING</b>		
Assistant Sanitary Engineer @ \$2,000 . . . . . Examination of plans for sewer systems and disposal plants for municipalities, State institutions, corporations and private individuals.	2	\$4,000
<b>3—INSPECTION</b>		
Assistant Sanitary Engineer @ \$2,000 . . . . . Investigation of sanitary conditions at State institutions and contagious disease, hospitals, municipal sewage disposal and water purification plants.	2	4,000
Inspector . . . . . Inspector of water sheds, public nuisances, etc.	1	1,500
<b>6—Division of Laboratories</b>		
Conducts general bacteriological and research work in co-operation with division of sanitary supervision; makes examinations of specimens in the diagnosis of communicable diseases and supplies health officers and physicians with diagnostic specimen outfits.		
<b>1—ADMINISTRATION</b>		
Director . . . . . Directs work of laboratories.	1	4,000
Stenographer (6th Grade) . . . . . In charge of stenographic work.	1	1,200
Stenographer (4th Grade) @ \$720 . . . . .	2	1,440
Stenographer (3rd Grade) . . . . . General stenographic, typewriting and clerical work.	1	600
Typewriter Copyist (3rd Grade) @ \$360 . . . . . Copying reports of examination of specimens sent to laboratory, etc.	2	720
Librarian . . . . .	1	600
Filing Clerk . . . . .	1	480
Receiving and Shipping Clerk . . . . .	1	720
Stock Clerk . . . . .	1	720
Night Watchman . . . . . Duties indicated by titles.	1	720
<b>2—ANTITOXIN LABORATORY</b>		
Assistant Bacteriologist . . . . .	1	2,000
Assistant Bacteriologist . . . . . Testing antitoxins, etc.	1	1,200
Chemist . . . . . Precipitating antitoxins.	1	1,100

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>HEALTH DEPARTMENT</b>		
<b>6—Division of Laboratories</b>		
<b>2—ANTITOXIN LABORATORY — <i>Continued</i></b>		
Cleaners @ \$600.....	2	\$1,200
Cleaners.....	1	520
Cleaners.....	1	480
Assembling, filling and cleaning, packing and shipment of syringes, making media, etc.		
Stableman.....	1	1,200
Assistant Stableman.....	1	720
Assistant Stableman.....	1	600
Laborer.....	1	540
Care of stables and animals kept therein used in making antitoxins.		
<b>3—HYGIENIC LABORATORY</b>		
Chemist.....	1	2,800
Supervision of chemical work of laboratories.		
Assistant Bacteriologist.....	1	2,000
Charge of diagnostic work.		
Water Analyst.....	1	1,800
Water Analyst.....	1	1,600
Chemical analyses and bacteriological examinations.		
Laboratory Assistant.....	1	1,200
Laboratory Assistant @ \$900.....	2	1,800
Laboratory Assistant.....	1	540
Bacteriological, vaccine and diagnostic work.		
Cleaner.....	1	600
Cleaner.....	1	540
Cleaner.....	1	500
Cleaner.....	1	480
Cleaner.....	1	420
General assistants in diagnostic work; assembling outfits; cleaning laboratory equipment.		
Laborer.....	1	420
Laborer.....	1	360
Assisting carpenter, making repairs, etc.; general duties.		
<b>7—Division of Communicable Diseases</b>		
Collects and tabulates regularly the incidence of communicable diseases in the State; determines that proper isolation is obtained; advises as to methods for checking epidemics; compiles special reports on topics which have to do with communicable diseases; issues circulars of information; advises health officers in the solution of local health problems; controls in part the activities of the sanitary supervisors.		

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>HEALTH DEPARTMENT</b>		
<b>7—Division of Communicable Diseases —Continued</b>		
<b>1—ADMINISTRATION</b>		
Director . . . . .	1	\$4,000
General supervision of work of division.		
Stenographer (5th Grade) . . . . .	1	900
Stenographer (4th Grade) . . . . .	1	720
General stenographic, typewriting and clerical work.		
<b>2—BUREAU OF RECORDS</b>		
Receiving Clerk (4th Grade) . . . . .	1	720
Receives and records reports of local health officers; acknowledges receipt of same.		
<b>3—BUREAU OF STATISTICS</b>		
Record Clerk (4th Grade) . . . . .	1	720
Enters reports of communicable diseases in register and tabulates same.		
Stenographer . . . . .	1	360
Stenographic, typewriting and assistant in statistical work.		
<b>4—SUPPRESSING EPIDEMICS</b>		
Medical Expert on Contagious Diseases . . . . .	1	2,400
Diagnostician in outbreak of suspected cases of communicable diseases, and assist local health officer in suppressing of epidemics. Is assisted by consulting staff whenever their services are required.		
<b>8—Division of Vital Statistics</b>		
Prepares blanks for registration of births, marriages and deaths; distributes them to proper local officials; receives and files monthly returns of births and deaths consisting of original certificates, also quarterly returns of marriage; issues certified copies and notices of age for employment and school purposes; prepares monthly statistical compilations for Health News and Annual Report of Vital Statistics.		
<b>1—ADMINISTRATION</b>		
Director . . . . .	1	4,000
Directs the work of the division in the registration and analysis of vital statistics.		
Stenographer (6th Grade) . . . . .	1	1,200
Stenographer (2nd Grade) . . . . .	1	300
General stenographic and clerical work; copying records and certificates.		
<b>2—BUREAU OF RECORDS</b>		
Inspector . . . . .	1	1,200
Inspects registration books of local registrars, etc.		

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>HEALTH DEPARTMENT</b>		
<b>8—Division of Vital Statistics</b>		
<b>2—BUREAU OF RECORDS—Continued</b>		
Receiving Clerk (8th Grade)..... Receiving and checking reports from local registrars, sorting certificates for indexing and binding.	1	\$1,800
Record Clerk (4th Grade)..... Crediting returns received on register; sending out delinquent notices; making searches.	1	900
Correction Clerk (4th Grade)..... Filing supplemental reports and noting corrections on original records.	1	900
Typewriter Copyist (4th Grade)..... General stenographic, typewriting and clerical work. Mailing delinquent notices, etc.	1	900
Clerk @ \$720..... Indexing record; general clerical work.	2	1,440
Stenographers @ \$360..... General stenographic, typewriting and clerical work. Mailing delinquent notices, etc.	2	720
<b>3—BUREAU OF STATISTICS</b>		
Statistical Clerk..... Tabulating statistics for monthly bulletin and annual report.	1	1,500
Junior Statistician..... Assists in general statistical work.	1	1,200
Clerk @ \$900..... Operation of tabulating machine; assisting in statistical work.	2	1,800
<b>9—Division of Publicity and Education</b>		
Edits monthly bulletin (Health News) issued by the department; also weekly "Health Hints" published throughout the State. Prepares circulars printed and distributed by the department. Conducts annual conferences of sanitary officers and district conferences of local health officials; furnishes lecturers on public health subjects; conducts educational campaigns throughout the State, with exhibits relating to disease prevention, water purification methods, sewage and garbage disposal, etc.		
<b>1—ADMINISTRATION</b>		
Director..... Directs the work of the division in publication of departmental bulletin and reports and in conducting educational health work; also assists director of the division of child welfare in preparing child welfare exhibits.	1	4,000



TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>HEALTH DEPARTMENT</b>		
<b>9—Division of Publicity and Education</b>		
<b>1—ADMINISTRATION—Continued</b>		
Stenographer (4th Grade)..... General stenographic and clerical work.	1	\$720
<b>2—PUBLICITY</b>		
Publicity Expert..... Principal assistant to director in preparing the publications of the depart- ment, and the newspaper articles issued by the department.	1	1,500
Proofreader..... General proofreading.	1	1,200
<b>3—EDUCATION</b>		
Assistant in Public Health Education..... Assists the director in compiling and revising publications.	1	1,200
General Lecturer on Public Health Topics.....	1	2,000
Lecturers @ \$1,000..... Lecturers on general and special health topics.	6	6,000
Designer and Supervisor of Public Health Exhibits..... Duties indicated by title.	1	2,400
<b>10—Division of Child Hygiene</b>		
Conducts educational campaign throughout the State for the purpose of reducing infant mortality, using traveling exhibits and accompanied by lecturer and demonstrators. Institutes and conducts local "health weeks," in conjunc- tion with local boards of health, mothers clubs, etc. Prepares literature on care of children and kindred subjects.		
<b>1—ADMINISTRATION</b>		
Director..... Directs the work of the division in promoting child health and prevent- ing infant mortality.	1	4,000
Stenographer..... Stenographer and clerical assistant.	1	900
<b>2—CHILD WELFARE EXHIBITS</b>		
Director..... Designing and preparation of exhibits.	.....	.....
Superintendent of exhibits of division of publicity and education. Exhibits are designed by director of executive division and prepared by superintendent of exhibits, publicity and education.	.....	.....

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>HEALTH DEPARTMENT</b>		
<b>10—Division of Child Hygiene — <i>Continued</i></b>		
<b>3—CHILD WELFARE NURSING</b>		
Nurses.....	.....	.....
Assigned to this division from division of public health nursing during five months of the summer.		
<b>11—Division of Public Health Nursing</b>		
Assists the divisions of communicable diseases and child hygiene in campaigns for prevention, control and suppression of communicable diseases. Conducts tuberculosis surveys and assists district sanitary supervisors and local health officials in public health work.		
<b>1—ADMINISTRATION</b>		
Director.....	1	\$2,500
Directs the work of the nurses in the field.		
Public Health Nurses @ \$1,200.....	8	9,600
Making field visits to sick and conducting educational work in homes.		
<b>12—Division of Cold Storage Inspection</b>		
Inspection of cold storage plants and warehouses; collecting evidence of violations of cold storage laws and assisting counsel in prosecution of same.		
<b>1—ADMINISTRATION</b>		
Supervising Inspector.....	1	2,500
Supervision of the work of the division in office and field.		
Stenographer (6th Grade).....	1	1,200
Stenographer (5th Grade).....	1	900
General stenographic and typewriting work, clerical assistance.		
Laborer (4th Grade).....	1	720
Care and maintenance of office; custodian of supplies.		
<b>2—INSPECTION</b>		
Inspectors @ \$1,200.....	10	12,000
Inspection of cold storage plants and reporting violations of the law.		
<b>3—LEGAL</b>		
Counsel.....	1	4,000
Gathers evidence of violation of laws relating to cold storage and prosecutes cases of same.		

**DEPARTMENT OF THE HEALTH OFFICER OF THE PORT OF NEW YORK**

Appointed by the Governor, by and with the advice and consent of the Senate, for a term of four years. The duties of the health officer are as follows: Shall have general supervision and control of the quarantine establishments of the port of New York, and the care and treatment of the sick thereat; board every quarantinable vessel arriving at the port, ascertain the health of all persons on board, the sanitary condition of the vessel, cargo, food, water and ventilation; and examine the bills of health of all such vessels, and if found satisfactory shall grant permits to discharge passengers or cargo or both. Shall keep close watch of the records of all cases of quarantinable diseases in all ports having commerce with the port of New York; keep the health officer of New York city advised as to all general quarantine conditions; perform and regulate vaccination of persons arriving on vessels, when such action is required shall take charge of and assume responsibility for the effects of all persons dying in quarantine; collect legal fees for services rendered, and make a report of receipts and disbursements, together with a report of the general condition of all quarantine establishments, to the Legislature annually.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—General Administration.....	13	\$29,220
2—General Repair Service.....	5	3,800
3—Medical Inspection Service.....	9	17,960
4—Bacteriological and Pathological Service.....	14	21,340
5—Detention Station (Hoffman Island).....	62	36,200
6—Isolation Station (Swinburne Island).....	35	23,230
7—Boarding Station.....	11	8,060
8—Boat Service.....	28	30,600
9—Police Service.....	6	5,400
Total on annual pay-roll basis.....	183	\$175,860

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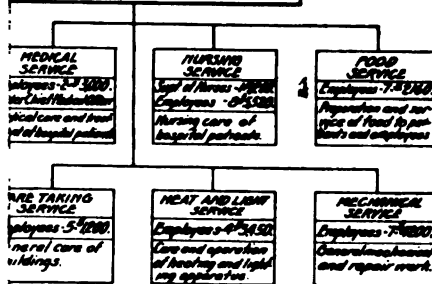
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1,000

720

**ISOLATION STATION - BIRMINGHAM ISLAND**  
**CHIEF MEDICAL OFFICER - 1 - \$2500**  
 Isolation, care and treatment of persons  
 suffering from quaternary diseases  
 demanding isolation.



2,500

3,900

11,100

4,260

2,280

1,980

4,770

4,380

1,080

2,500

3,000

6,720

2,160

1,200

3,450

4,200

5,920

1,140

1,000

10,600

5,400

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DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>DEPARTMENT OF THE HEALTH OFFICER OF THE PORT OF NEW YORK</b>		
1—General Administration.....	13	\$29,220
2—General Repair Service.....	5	3,800
3—Medical Inspection Service.....	9	17,900
4—Bacteriological and Pathological Service		
1—LABORATORY SERVICE.....	12	19,620
2—CLERICAL SERVICE.....	1	1,000
3—MECHANICAL SERVICE.....	1	720
5—Detention Station (Hoffman Island)		
1—SUPERVISION.....	1	2,500
2—MEDICAL SERVICE.....	3	3,900
3—NURSING SERVICE.....	15	11,100
4—FOOD SERVICE.....	13	4,260
5—CARETAKING SERVICE.....	9	2,280
6—LAUNDRY SERVICE.....	6	1,980
7—HEAT AND LIGHT SERVICE.....	6	4,770
8—MECHANICAL SERVICE.....	7	4,380
9—WATCHMAN SERVICE.....	2	1,080
6—Isolation Station (Swinburne Island)		
1—SUPERVISION.....	1	2,500
2—MEDICAL SERVICE.....	2	3,000
3—NURSING SERVICE.....	9	6,720
4—FOOD SERVICE.....	7	2,160
5—CARETAKING SERVICE.....	5	1,200
6—HEAT AND LIGHT SERVICE.....	4	3,450
7—MECHANICAL SERVICE.....	7	4,200
7—Boarding Station		
1—GROUNDS AND BUILDINGS.....	7	5,920
2—LAUNDRY.....	3	1,140
3—TRANSPORTATION.....	1	1,000
8—Boat Service.....	28	30,600
9—Police Service.....	6	5,400

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>DEPARTMENT OF THE HEALTH OFFICER OF THE PORT OF NEW YORK</b>		
<b>1—General Administration</b>		
Health Officer of the Port of New York (Unclassified) . . . . .	1	\$12,500
Chief of the medical inspection service and executive of the department.		
Secretary (Exempt) . . . . .	1	3,000
The collation, preparation and distribution of intelligence as to sanitary conditions in ports having commerce with New York; the preparation of daily circular letters giving information needed by the medical inspection service; the examination and approval or disapproval of requisitions for supplies; the control of fumigation operations ordered by the medical inspection service, and other general secretarial duties.		
Accountant (9th Grade) . . . . .	1	2,100
Keeps the financial records of the department.		
Chief Clerk (9th Grade) . . . . .	1	2,000
Prepares pay-rolls and bills for quarantine fees and charges.		
Chief Clerk (8th Grade) . . . . .	1	1,800
Acts as purchasing clerk for the department; receives requisitions; prepares orders and audits bills; has custody of valuables taken from detained immigrants.		
Confidential Stenographer (Exempt) . . . . .	1	1,500
Acts as stenographer to the health officer of the port; prepares circulars, general orders, reports and general correspondence.		
Stenographer (7th Grade) . . . . .	1	1,300
Assists purchasing clerk in preparation of vouchers, bills and statements to the State Comptroller.		
Assistant Clerk (7th Grade) . . . . .	1	1,300
Has charge of storeroom; receives requisitions and fills same after approval by the secretary; makes necessary requisitions on purchasing agent to replenish stock on hand; keeps and prepares statistics; records persons removed from vessels.		
Clerk (6th Grade) . . . . .	1	1,200
Files and indexes correspondence and documents; has custody of all stationery.		
Telephone Operators (4th Grade) @ \$720 . . . . .	3	2,160
Office open night and day. Three shifts on central switchboard service.		
Messenger (Non-competitive) . . . . .	1	360
General messenger service.		
<b>2—General Repair Service</b>		
Laborer (Non-competitive) . . . . .	1	840
General labor at hospital and on various boats.		
Painter (Non-competitive) . . . . .	1	800
Painters (Non-competitive) @ \$720 . . . . .	3	2,160
Keep the various buildings of the department in a sanitary condition, and are assigned to whatever station their services may be needed.		

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>DEPARTMENT OF THE HEALTH OFFICER OF THE PORT OF NEW YORK</b>		
<b>3—Medical Inspection Service</b>		
Senior Deputy Inspector (Exempt)..... Subordinate chief of the medical inspection service.	1	\$4,000
Second Deputy Inspector (Exempt).....	1	3,000
Third Deputy Inspector (Exempt).....	1	3,000
Fourth Deputy Inspector (Exempt).....	1	3,000
Marine Passenger Inspectors, @ \$1,000..... Assist in assembling and counting passengers, and act under the secretary in the direction of fumigations ordered.	4	4,000
Chief Disinfector (Exempt)..... Fumigation of vessels.	1	960
<b>4—Bacteriological and Pathological Service</b>		
<b>1—LABORATORY SERVICE</b>		
Director..... Executive charge of the laboratory; examination of specimens taken from subjects, for bacterial or other evidences of the existence of quarantinable diseases; research work and experimental work dealing with the effects of fumigation, disinfection and prophylactics and the etiology of quarantinable diseases.	1	3,500
Assistant Director..... Assists director.	1	2,500
Assistant Bacteriologist (10th Grade).....	1	2,200
Assistant Bacteriologist (9th Grade).....	1	2,000
Assistant Bacteriologist (8th Grade).....	1	1,800
Assistant Bacteriologist (7th Grade).....	1	1,500
Assistant Bacteriologists (6th Grade) @ \$1,200.....	3	3,600
Laboratory Helpers @ \$900..... Prepare media for cultures, and act as general assistants to the bacteriologists.	2	1,800
Laboratory Helper..... Attends specially to animals used in the laboratory service.	1	720
<b>2—CLERICAL SERVICE</b>		
Stenographer (6th Grade)..... Attends to correspondence, typewriting of reports, filing, and care of statistical matters.	1	1,000
<b>3—MECHANICAL SERVICE</b>		
Assistant Engineer..... Attends to the heating plant and other machinery in the laboratory.	1	720



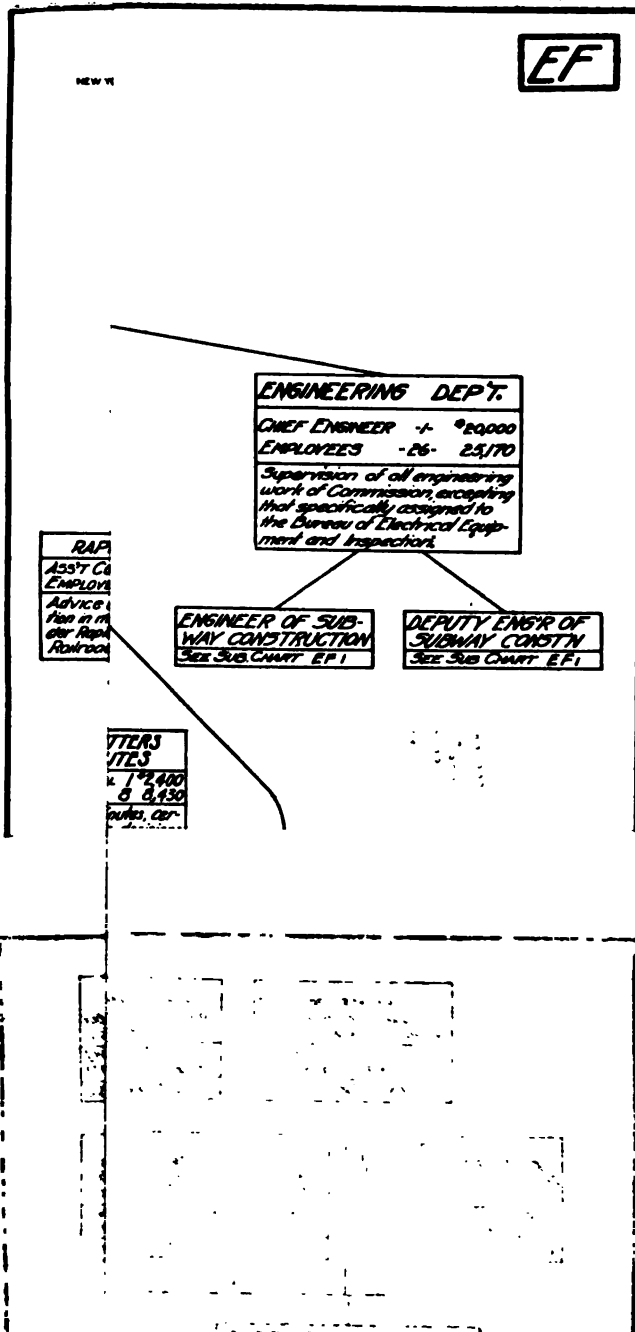
TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>DEPARTMENT OF THE HEALTH OFFICER OF THE PORT OF NEW YORK</b>		
<b>5—Detention Station (Hoffman Island)</b>		
Function of this station is the detention of such persons arriving at port of New York on vessels, who would, if allowed to land, endanger the public health; the treatment of those detained, the sanitation of detained persons, in order to prevent the spread of infection.		
<b>1—SUPERVISION</b>		
Chief Medical Officer (11th Grade)..... Has superintendence of the island detention station.	1	\$2,500
<b>2—MEDICAL SERVICE</b>		
Assistant Medical Officers (7th Grade) @ \$1,500..... General medical and supervisory services.	2	3,000
Pharmacist..... Prepares prescriptions.	1	900
<b>3—NURSING SERVICE</b>		
Superintendent of Nurses (Non-competitive)..... Supervision and direction of the nursing staff.	1	1,200
Dietitian (5th Grade)..... Supervises the purchase and preparation of food for patients and employees.	1	900
Nurses, Trained (Non-competitive) @ \$720..... Nursing of patients.	10	7,200
Orderlies @ \$600..... Ward duties.	3	1,800
<b>4—FOOD SERVICE</b>		
Cooks @ \$540.....	2	1,080
Cook.....	1	420
Assistant Cooks @ \$300..... Preparation of food.	3	900
Kitchen Helper.....	1	360
Kitchen Helpers @ \$240.....	3	720
Kitchenman..... General kitchen work.	1	240
Waitress..... Table service and extra chambermaid work.	1	300
Waitress..... Table service.	1	240

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>DEPARTMENT OF THE HEALTH OFFICER OF THE PORT OF NEW YORK</b>		
<b>5—Detention Station (Hoffman Island)—Continued</b>		
<b>5—CARETAKING SERVICE</b>		
Wardhelper.....	1	\$360
Wardhelpers @ \$240.....	4	960
Chambermaids @ \$240.....	2	480
Wardmaids @ \$240.....	2	480
<b>6—LAUNDRY SERVICE</b>		
Laundryman.....	1	480
Laundryman.....	1	300
Laundresses @ \$300.....	4	1,200
<b>7—HEAT AND LIGHT SERVICE</b>		
Engineers (Exempt) @ \$1,065.....	2	2,130
Operation of the heating and lighting plants.		
Firemen (Exempt) @ \$660.....	4	2,640
Firemen's duties.		
<b>8—MECHANICAL SERVICE</b>		
Carpenter (Non-competitive).....	1	900
General repair work.		
Plumber and Steamfitter (Non-competitive).....	1	900
Laborers @ \$540.....	4	2,160
Laborer.....	1	420
<b>9—WATCHMAN SERVICE</b>		
Watchmen @ \$540.....	2	1,080
<b>6—Isolation Station (Swinburne Island)</b>		
The function of service at this station is the isolation and treatment of actual cases of quarantinable diseases.		
<b>1—SUPERVISION</b>		
Chief Medical Officer (11th Grade).....	1	2,500
Superintendence of station.		
<b>2—MEDICAL SERVICE</b>		
Assistant Medical Officers (7th Grade) @ \$1,500.....	2	3,000
General medical and supervisory services.		
<b>3—NURSING SERVICE</b>		
Superintendent of Nurses (Non-competitive).....	1	1,200
Supervision and direction of nursing staff		

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>DEPARTMENT OF THE HEALTH OFFICER OF THE PORT OF NEW YORK</b>		
<b>6—Isolation Station (Swinburne Island)</b>		
<b>3—NURSING SERVICE—Continued</b>		
Trained Nurses (Non-competitive) @ \$720..... Nursing of patients.	6	\$4,320
Orderlies @ \$600..... Ward duties.	2	1,200
<b>4—FOOD SERVICE</b>		
Cook.....	1	540
Assistant Cooks @ \$300..... Preparation of foods.	2	600
Waitress.....	1	300
Waitress.....	1	240
Kitchen Helpers @ \$240.....	2	480
<b>5—CARETAKING SERVICE</b>		
Wardhelpers @ \$240.....	3	720
Chambermaids @ 240.....	2	480
<b>6—HEAT AND LIGHT SERVICE</b>		
Engineers (Exempt) @ \$1,065..... Operation of the heating and lighting plant.	2	2,130
Firemen (Exempt) @ \$660.....	2	1,320
<b>7—MECHANICAL SERVICE</b>		
Carpenter (Non-competitive)..... General repair work.	1	900
Plumber and Steamfitter (Non-competitive).....	1	900
Laborers @ \$480..... General labor.	5	2,400
<b>7—Boarding Station</b>		
<b>1—GROUNDS AND BUILDINGS</b>		
Superintendent (6th Grade)..... Superintendence over the labor required to keep the physical condition of the boarding station in proper order.	1	1,200
Carpenter (Non-competitive)..... General carpenter work on boats and buildings.	1	1,000
Foreman Laborer..... Direction of force at the boarding station.	1	840
Laborers @ \$720.....	4	2,880

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>DEPARTMENT OF THE HEALTH OFFICER OF THE PORT OF NEW YORK</b>		
<b>7—Boarding Station—Continued</b>		
<b>2—LAUNDRY</b>		
Laundress.....	1	\$540
Assistant Laundresses @ \$300.....	2	600
<b>3—TRANSPORTATION</b>		
Chauffeur (Non-competitive).....	1	1,000
Operation and care of the freight and passenger automobiles of the department.		
<b>8—Boat Service</b>		
The function of this service is to transport the inspectors to and from vessels, and to transport persons detained and supplies to the different stations.		
Senior Captain (Exempt).....	1	1,800
Captain of the boat "Governor Flower," and general supervision of boat service.		
Vice Senior Captain (Exempt).....	1	1,680
Captain of the boat "Staten Island" and in charge of boat service in the absence of the senior captain.		
Captains (Exempt) @ \$1,560.....	3	4,680
One each assigned to boats "J. W. Wadsworth," and "State of New York," and to relief crew.		
Senior Engineer (Exempt).....	1	1,680
Engineer of boat "Governor Flower," and in charge of the engineers of the service.		
Engineers (Exempt) @ \$1,440.....	4	5,760
One each assigned to boats "Staten Island," "J. W. Wadsworth," and "State of New York," and one to relief crew.		
Firemen (Exempt) @ \$840.....	5	4,200
Deckhands @ \$840.....	12	10,080
General deck service on the various boats of the department.		
Deckhand.....	1	720
Operates the department's motor boat.		
<b>9—Police Service</b>		
Policemen (5th Grade) @ \$900.....	6	5,400
One has supervision over fumigating work; one does police service on vessels; three do police service on vessels and fumigating work, and one does police duty on grounds.		





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 65,433  
 46,235  
 59,530  
 124,239  
 307,083  
 309,873



**PUBLIC SERVICE COMMISSION FOR THE FIRST DISTRICT**

The Public Service Commission was established by chapter 429, Laws of 1907. The commissioners are appointed by the Governor, by and with the advice and consent of the Senate, for the term of five years, one commissioner being appointed each year. It is charged with the regulation and supervision of common carriers, gas, electric and steam companies, operating, wholly or in part, within the counties of New York, Kings, Queens, Richmond and the Bronx, as provided for in the Public Service Commissions Law; supervision of the protection, elimination and rearrangement of grade crossings; issuance of certificates of public convenience and a necessity in connection with the construction of new railroads; approval of assignments or transfers of franchises, approval of abandonment of routes and approval of change of motor power, under the Railroad Law; supervision of the construction, equipment, operation and maintenance of additional rapid transit facilities for the city of New York and the granting of rapid transit franchises as provided for in the Rapid Transit Act. The commission has power to compel the attendance of witnesses; to regulate the conduct and management of all common carriers and transportation corporations; to hear and investigate complaints; to approve contracts and leases; to fix the standard of heating value and illuminating power and purity of gas; to inspect gas and electric meters; to prescribe uniform methods of accounting; to regulate the issuance of securities; to require special, annual and other periodical reports; to investigate accidents; to take summary proceedings to discontinue violations of law or the orders of the commission; to appoint counsel, a secretary and such experts, inspectors, clerks and other employees as may be necessary.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—Commissioners and Staff .....	15	\$98,700
2—General Administration .....	116	136,443
3—Legal Department .....	21	72,210
4—Bureau of Transit Inspection .....	44	65,433
5—Bureau of Gas and Electricity .....	37	46,235
6—Bureau of Statistics and Accounts .....	34	59,530
7—Bureau of Electrical Equipment and Inspection .....	98	124,239
8—Engineering Department .....	1,737	2,307,083
Total on annual pay-roll basis .....	2,107	*\$2,909,873

\*Of this above amount only \$91,000 is paid by the State, covering the following salaries:

Commissioners .....	5	\$75,000
Counsel .....	1	10,000
Secretary .....	1	6,000

\$91,000

The balance \$2,818,873 for 2094 employees is paid by the city of New York.



DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>PUBLIC SERVICE COMMISSION FOR THE FIRST DISTRICT</b>		
1—Commissioners and Staff .....	15	\$98,700
2—General Administration		
1—EXECUTIVE .....	7	12,150
2—PUBLICITY AND DEMONSTRATION .....	4	9,900
3—OFFICE MANAGEMENT, COMPLAINTS AND INVESTIGATIONS .....	27	27,450
4—MAIL, FILES AND RECORDS .....	12	11,401
5—REAL ESTATE .....	6	10,500
6—FORMAL MATTERS AND MINUTES .....	9	10,830
7—BOOKKEEPING .....	16	18,540
8—PRINTING AND PROOFREADING .....	11	9,840
9—LIBRARY .....	5	5,340
10—FRANCHISES .....	8	10,352
11—PURCHASES, SUPPLIES AND SALES .....	11	10,140
3—Legal Department		
1—EXECUTIVE .....	10	25,410
2—RAPID TRANSIT .....	6	24,800
3—REGULATION .....	5	22,000
4—Bureau of Transit Inspection .....	44	65,433
5—Bureau of Gas and Electricity		
1—SECRETARY'S OFFICE .....	3	6,450
2—GAS ENGINEERING .....	9	11,285
3—COMPLAINTS .....	3	4,200
4—INSPECTION OF ELECTRIC METERS .....	3	3,510
5—INSPECTION OF GAS METERS .....	19	20,790
6—Bureau of Statistics and Accounts		
1—EXECUTIVE .....	4	8,761
2—ACCOUNTING .....	14	26,194
3—STATISTICS .....	16	24,575
7—Bureau of Electrical Equipment and Inspection		
1—EXECUTIVE .....	14	18,210
2—EQUIPMENT INSPECTION .....	11	16,501
3—CONSTRUCTION ACCOUNTS .....	10	12,782
4—APPRAISALS .....	42	49,772
5—ELECTRICAL LABORATORY .....	6	7,621
6—STATISTICS .....	2	2,281
7—NEW EQUIPMENT .....	3	6,002
8—FORCE ACCOUNTS .....	10	11,070
8—Engineering Department		
1—CHIEF ENGINEER'S OFFICE .....	27	45,170
2—ENGINEER OF SUBWAY CONSTRUCTION		
1—Executive .....	4	19,200

DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>PUBLIC SERVICE COMMISSION FOR THE FIRST DISTRICT</b>		
<b>8—Engineering Department</b>		
<b>2—ENGINEER OF SUBWAY CONSTRUCTION—Continued</b>		
<b>2—First Division</b>		
1—DIVISION OFFICE.....	22	\$35,628
2—SUBDIVISION I		
1—SUB-OFFICE.....	3	5,280
2—FIRST SECTION.....	8	10,055
3—SECOND SECTION.....	24	30,313
4—THIRD SECTION.....	14	18,455
3—SUBDIVISION II		
1—SUB-OFFICE.....	4	6,211
2—FIRST SECTION.....	16	21,307
3—SECOND SECTION.....	10	13,204
4—THIRD SECTION.....	19	23,857
5—FOURTH SECTION.....	16	20,857
4—SUBDIVISION III		
1—SUB-OFFICE.....	8	11,612
2—FIRST SECTION.....	11	12,758
3—SECOND SECTION.....	6	6,905
4—THIRD SECTION.....	12	15,609
5—BROOKLYN LOOP-LINE RECONSTRUCTION SQUAD.....	13	16,955
<b>3—Second Division</b>		
1—DIVISION OFFICE.....	22	31,750
2—STEINWAY TUNNEL RECONSTRUCTION SQUAD.....	17	22,508
3—DIAGONAL CONNECTION SQUAD.....	10	12,458
4—GRADE CROSSING ELIMINATION SQUAD.....	9	13,504
5—SUBDIVISION I		
1—SUB-OFFICE.....	5	7,652
2—FIRST SECTION.....	15	19,058
3—SECOND SECTION.....	16	19,808
4—THIRD SECTION.....	15	18,460
5—FOURTH SECTION.....	11	13,959
6—SUBDIVISION II		
1—SUB-OFFICE.....	6	7,861
2—FIRST SECTION.....	13	24,157
3—SECOND SECTION.....	17	21,906
4—THIRD SECTION.....	14	17,856
5—FOURTH SECTION.....	16	20,557
7—SUBDIVISION III		
1—SUB-OFFICE.....	6	6,513
2—FIRST SECTION.....	16	20,409
3—SECOND SECTION.....	15	20,257
4—THIRD SECTION.....	14	17,408
5—FOURTH SECTION.....	4	4,204

DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>PUBLIC SERVICE COMMISSION FOR THE FIRST DISTRICT</b>		
<b>8—Engineering Department</b>		
<b>2—ENGINEER OF SUBWAY CONSTRUCTION—Continued</b>		
4—Third Division		
1—DIVISION OFFICE.....	13	\$22,721
2—ELEVATED SQUAD.....	4	4,353
3—SUBDIVISION I		
1—SUB-OFFICE.....	6	8,462
2—FIRST SECTION.....	15	19,356
3—SECOND SECTION.....	19	24,308
4—THIRD SECTION.....	21	27,307
5—FOURTH SECTION.....	22	29,051
4—SUBDIVISION II		
1—SUB-OFFICE.....	5	6,812
2—FIRST SECTION.....	8	8,976
3—SECOND SECTION.....	18	24,158
4—THIRD SECTION.....	14	17,258
5—FOURTH SECTION.....	19	23,379
5—SUBDIVISION III		
1—SUB-OFFICE.....	4	3,662
2—FIRST SECTION.....	14	16,155
3—SECOND SECTION.....	15	18,458
4—THIRD SECTION.....	14	17,257
5—SURVEY SQUAD.....	18	19,665
5—Sixth Division		
1—DIVISION OFFICE.....	5	14,952
2—PART I		
1—SUBDIVISION OFFICE.....	9	11,370
2—ELEVATED SQUAD.....	19	25,206
3—RIVER TUNNEL SQUAD.....	38	52,438
4—FIRST SECTION.....	12	13,505
5—SECOND SECTION.....	12	14,104
6—THIRD SECTION.....	3	1,800
3—PART II		
1—SUBDIVISION OFFICE.....	16	16,627
2—FIRST SECTION.....	34	42,691
3—SECOND SECTION.....	16	20,556
4—THIRD SECTION.....	11	14,104
5—FOURTH SECTION.....	2	1,200
6—FIFTH SECTION.....	3	1,800
7—SIXTH SECTION.....	1	600
8—STATION FINISH SQUAD.....	7	9,154
6—Seventh Division		
1—DIVISION OFFICE.....	11	20,174
2—SURVEY SQUAD.....	4	4,804
3—SUBDIVISION I		
1—SUB-OFFICE.....	4	6,600
2—FIRST SECTION.....	5	6,305
3—SECOND SECTION.....	9	10,868
4—THIRD SECTION.....	12	14,708
5—FOURTH SECTION.....	15	19,808

# ORGANIZATION AND FUNCTIONS

157

DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>PUBLIC SERVICE COMMISSION FOR THE FIRST DISTRICT</b>		
<b>8—Engineering Department</b>		
<b>2—ENGINEER OF SUBWAY CONSTRUCTION</b>		
6—Seventh Division—Continued		
4—SUBDIVISION II		
1—SUB-OFFICE.....	8	\$9,721
2—FIRST SECTION.....	18	21,761
3—SECOND SECTION.....	13	15,607
4—THIRD SECTION.....	16	19,806
5—FOURTH SECTION.....	18	21,911
7—Sewer Division		
1—DIVISION OFFICE.....	43	60,703
2—SUBDIVISION I		
1—SUB-OFFICE.....	12	15,906
2—FIRST SECTION.....	19	22,360
3—SECOND SECTION.....	8	9,753
3—SUBDIVISION II		
1—SUB-OFFICE.....	8	10,347
2—FIRST SECTION.....	15	18,336
3—SECOND SECTION.....	9	10,506
8—Division of Material Inspection		
1—GENERAL OFFICE.....	36	40,209
2—CONDUIT SQUAD.....	2	3,300
3—PAINTING AND LUMBER SQUAD.....	4	5,703
4—CHEMICAL LABORATORY.....	13	15,879
5—PHYSICAL LABORATORY.....	16	17,680
6—CEMENT TESTING LABORATORY.....	7	11,254
7—STEEL RAIL SQUAD.....	8	12,300
8—PHILADELPHIA SQUAD.....	11	16,800
9—PITTSBURGH SQUAD.....	17	24,900
10—HARRISBURG SQUAD.....	13	19,800
<b>2—DEPUTY ENGINEER OF SUBWAY CONSTRUCTION</b>		
1—Executive.....	3	12,050
2—Determination.....	9	10,261
3—Track Division.....	35	42,358
4—Estimates Division.....	22	23,679
5—Division of Subsurface Structures.....	59	70,242
6—Division of Designs		
1—DIVISION OFFICE.....	16	28,300
2—SUBDIVISION I		
1—SUB-OFFICE.....	2	3,600
2—FIRST SECTION.....	8	9,755
3—SECOND SECTION.....	9	12,905
4—THIRD SECTION.....	8	11,854
5—FOURTH SECTION.....	8	10,653
6—FIFTH SECTION.....	9	13,206
7—SIXTH SECTION.....	5	6,153
3—SUBDIVISION II		
1—SUB-OFFICE.....	2	3,600
2—FIRST SECTION.....	11	16,055
3—SECOND SECTION.....	11	15,007
4—THIRD SECTION.....	9	11,407
5—FOURTH SECTION.....	7	9,304
6—FIFTH SECTION.....	4	5,552
7—SIXTH SECTION.....	4	5,256

DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>PUBLIC SERVICE COMMISSION FOR THE FIRST DISTRICT</b>		
<b>8—Engineering Department</b>		
<b>3—DEPUTY ENGINEER OF SUBWAY CONSTRUCTION</b>		
<b>6—Division of Designs — Continued</b>		
4—SUBDIVISION III		
1—SUB-OFFICE.....	2	\$4,650
2—FIRST SECTION.....	13	18,309
3—SECOND SECTION.....	10	13,207
4—THIRD SECTION.....	8	10,956
5—FOURTH SECTION.....	8	11,705
6—FIFTH SECTION.....	7	10,204
5—SUBDIVISION IV		
1—SUB-OFFICE.....	4	8,010
2—FIRST SECTION.....	11	14,857
3—SECOND SECTION.....	8	9,907
4—THIRD SECTION.....	8	10,806
5—FOURTH SECTION.....	9	12,456
6—FIFTH SECTION.....	6	7,803
7—SIXTH SECTION.....	9	11,555
6—SUBDIVISION V		
1—SUB-OFFICE.....	3	6,300
2—FIRST SECTION.....	10	11,858
3—SECOND SECTION.....	10	10,953
4—THIRD SECTION.....	10	12,307
5—FOURTH SECTION.....	8	10,504
6—FIFTH SECTION.....	5	6,004
7—SUBDIVISION VI		
1—SUB-OFFICE.....	7	15,361
2—FIRST SECTION.....	8	11,854
3—SECOND SECTION.....	11	15,307
4—THIRD SECTION.....	9	13,056
5—FOURTH SECTION.....	9	12,456
8—SUBDIVISION VII		
1—SUB-OFFICE.....	3	6,900
2—FIRST SECTION.....	13	15,462
3—SECOND SECTION.....	9	11,256
4—THIRD SECTION.....	13	15,760
5—FOURTH SECTION.....	11	13,207

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>PUBLIC SERVICE COMMISSION FOR THE FIRST DISTRICT</b>		
<b>1—Commissioners and Staff</b>		
Commissioners (Unclassified) @ \$15,000.....	5	\$75,000
Secretary to Chairman (Exempt).....	1	4,200
Secretaries to Commissioners (Exempt) @ \$3,000.....	4	12,000
Confidential Stenographer to Chairman (Exempt).....	1	1,500
Confidential Stenographers to Commissioners (Exempt) @ \$1,500.....	4	6,000
<b>2—General Administration</b>		
The secretary is the executive officer of the commission, performing duties as prescribed in section 7 of the Public Service Commissions Law; transmission of orders, directions and instructions of the commission; direct supervision of general administration office; supervision of all civil service and organization matters, such as appointments, promotions, assignments and transfers; preparation of annual budget and requests for appropriations.		
<b>1—EXECUTIVE</b>		
Secretary (Exempt).....	1	6,000
Correspondence Clerk (8th Grade).....	1	1,800
Stenographer (6th Grade).....	1	1,050
Stenographers (5th Grade) @ \$900.....	2	1,800
Bookkeeper (5th Grade).....	1	900
Junior Clerk (3rd Grade).....	1	600
<b>2—PUBLICITY AND DEMONSTRATION</b>		
Dissemination of information regarding the work of the commission through the newspapers, by correspondence and personal interview and by public exhibits; preparation of annual and special reports relative to the progress of the work of the commission.		
Assistant Secretary (Exempt).....	1	4,800
Assistant Secretary (Exempt).....	1	3,600
Stenographer (5th Grade).....	1	900
Watchman (3rd Grade).....	1	600
<b>3—OFFICE MANAGEMENT, COMPLAINTS AND INVESTIGATIONS</b>		
Administration of the general office as regards organization and office routine; consideration, investigation and, so far as possible, settlement of informal complaints, in relation to both transit facilities and to rapid transit construction.		

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>PUBLIC SERVICE COMMISSION FOR THE FIRST DISTRICT</b>		
<b>2—General Administration</b>		
<b>3—OFFICE MANAGEMENT, COMPLAINTS AND INVESTIGATIONS — Continued</b>		
Chief Clerk (12th Grade).....	1	\$3,600
Assistant Electrical Engineer (9th Grade).....	1	1,950
File Clerk (6th Grade).....	1	1,200
Stenographers (6th Grade) @ \$1,200.....	4	4,800
Stenographer (6th Grade).....	1	1,080
Stenographers (5th Grade) @ \$900.....	2	1,800
Chauffeur.....	1	1,500
Chauffeurs @ \$1,200.....	3	3,600
Telephone Operators @ \$900.....	2	1,800
Telephone Operators @ \$720.....	2	1,440
Watchmen (5th Grade) @ \$900.....	2	1,800
Junior Clerk (3rd Grade).....	1	600
Junior Clerk (2nd Grade).....	1	480
Pages (1st Grade) @ \$360.....	5	1,800
<b>4—MAIL, FILES AND RECORDS</b>		
. Receiving and distributing of mail and other papers; custody of documents; correspondence files and all formal records of the commission, including original drawings, engineering notes, consents, and other papers.		
Assistant Secretary (11th Grade).....	1	2,700
Correspondence Clerk (6th Grade).....	1	1,200
File Clerk (6th Grade).....	1	1,200
Clerk (6th Grade).....	1	1,200
Bookkeeper (6th Grade).....	1	901
Stenographers (5th Grade) @ \$900.....	2	1,800
Clerk (4th Grade).....	1	720
Junior Clerk (3rd Grade).....	1	600
Pages (1st Grade).....	3	1,080
<b>5—REAL ESTATE</b>		
Supervision of purchase, maintenance, renting and sale of real estate acquired by the commission in connection with its rapid transit activities; securing of consents for laying out new routes; preparation of data for commission in connection with condemnation and other real estate proceedings; furnishing of technical advice to the commission as to such matters; maintenance of records of real estate sales and transfers, incident to valuations in connection with the laying out of new routes; supervising purchase and sale of property by various railroad corporations in connection with the construction and operation of the dual system.		

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>PUBLIC SERVICE COMMISSION FOR THE FIRST DISTRICT</b>		
<b>2—General Administration</b>		
<b>5—REAL ESTATE — <i>Continued</i></b>		
Real Estate Expert (12th Grade).....	1	\$6,000
Real Estate Clerk (8th Grade).....	1	1,800
Stenographer (5th Grade).....	1	900
Laborers @ \$600.....	3	1,800
<b>6—FORMAL MATTERS AND MINUTES</b>		
Preparation of calendar for commission meeting; prepara- tion and serving of formal orders of the commission; keep- ing of minutes; preparation of certifications; preparation of periodic reports and decisions of commission.		
Junior Assistant Counsel (Exempt).....	1	2,400
Assistant Chief Clerk (8th Grade).....	1	1,650
Stenographer (8th Grade).....	1	1,650
Stenographer (7th Grade).....	1	1,350
Stenographers (5th Grade) @ \$900.....	3	2,700
Clerk (4th Grade).....	1	720
Page.....	1	360
<b>7—BOOKKEEPING</b>		
Recording and distribution of expenditures; preparation of pay-rolls, pay-checks, construction and other vouchers; auditing of bills; keeping of employees' and other records; preparation of financial statements.		
Auditor (Exempt).....	1	4,200
Statistical Clerk (8th Grade).....	1	1,650
Assistant Chief Clerk (8th Grade).....	1	1,650
Bookkeepers (6th Grade) @ \$1,200.....	2	2,400
Bookkeepers (5th Grade) @ \$900.....	4	3,600
Stenographers (6th Grade) @ \$1,050.....	2	2,100
Stenographer (5th Grade).....	1	900
Junior Clerks (3rd Grade) @ \$600.....	2	1,200
Junior Clerk (2nd Grade).....	1	480
Page (1st Grade).....	1	360
<b>8—PRINTING AND PROOFREADING</b>		
Printing and proofreading of printed reports and publica- tions issued by the commission, including checking of bills for same.		



TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>PUBLIC SERVICE COMMISSION FOR THE FIRST DISTRICT</b>		
<b>2—General Administration</b>		
<b>8—PRINTING AND PROOFREADING — <i>Continued</i></b>		
Junior Assistant Counsel (Exempt).....	1	\$2,400
File Clerk (6th Grade).....	1	1,200
Clerk (6th Grade).....	1	1,200
Proofreader (6th Grade).....	1	1,200
Proofreaders (5th Grade) @ \$900.....	2	1,800
Junior Proofreader (3rd Grade).....	1	600
Pages (1st Grade) @ \$360.....	4	1,440
<b>9—LIBRARY</b>		
Custody and distribution of technical and other literature pertaining to the work of the commission.		
Statistician (9th Grade).....	1	2,100
Library Assistant (6th Grade).....	1	1,200
Stenographer (6th Grade).....	1	1,200
Junior Clerk (2nd Grade).....	1	480
Page.....	1	360
<b>10—FRANCHISES</b>		
Collating and filing of documents relative to corporate rights, franchise grants and the inter-relation of companies in connection with the using, leasing or assigning of franchise rights; preparation of charts, maps and plans relative to existing or proposed rapid transit lines; trackage rights; real estate acquired or to be acquired; history of corporations under the jurisdiction of the commission, including grants, sales, foreclosures, decisions, etc.; boundaries of towns now included in the city of New York; producing documents in court upon subpoena.		
Franchise Assistant (9th).....	1	2,100
Franchise Searcher (8th Grade).....	1	1,800
Stenographers (6th Grade) @ \$1,200.....	3	3,600
Stenographer (6th Grade).....	1	1,050
Junior Assistants (6th Grade) @ \$901.....	2	1,802
<b>11—PURCHASES, SUPPLIES AND SALES</b>		
Purchase, custody and distribution of supplies, including the checking of bills for same; selling contract forms, drawings and blue-prints; selling of publications; leasing of offices and checking bills for same; keeping and running an inventory of supplies, equipment and other property of the commission, other than real estate and buildings.		

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>PUBLIC SERVICE COMMISSION FOR THE FIRST DISTRICT</b>		
<b>2—General Administration</b>		
<b>11—PURCHASES, SUPPLIES AND SALES — <i>Continued</i></b>		
Purchasing Agent (9th Grade).....	1	\$2,100
Clerk (6th Grade).....	1	1,200
Chauffeur.....	1	1,200
Porters @ \$900.....	2	1,800
Stenographers (5th Grade) @ \$900.....	2	1,800
Junior Clerk (2nd Grade).....	1	480
Page (1st Grade).....	1	360
Laborers @ \$600.....	2	1,200
<b>3—Legal Department</b>		
Acting in an advisory capacity to the commission and to each commissioner on matters of law arising in connection with its activities; representing the commission on formal inquiries and hearings instituted by it; approval as to form of contracts, deeds, formal orders, assignments, bonds etc.; preparation of opinions on legal questions, as submitted; representing the commission in litigated matters; preparation of proposed legislation.		
<b>1—EXECUTIVE</b>		
Counsel (Exempt).....	1	10,000
Assistant Counsel (Exempt).....	1	8,000
Stenographers (6th Grade) @ \$1,200.....	3	3,600
Stenographer (6th Grade).....	1	1,050
Stenographer (5th Grade).....	1	900
Clerk (4th Grade).....	1	660
Junior Clerks (3rd Grade) @ \$600.....	2	1,200
<b>2—RAPID TRANSIT</b>		
Advice and representation in matters arising under the Rapid Transit Act and the Railroad Law.		
Assistant Counsel (Exempt).....	1	7,500
Assistant Counsel (Exempt) @ \$5,500.....	2	11,000
Junior Assistant Counsel (9th Grade) @ \$2,100.....	2	4,200
Secretary to Counsel (Exempt).....	1	2,100
<b>3—REGULATION</b>		
Advice and representation in matters arising under the Public Service Commission Law.		

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>PUBLIC SERVICE COMMISSION FOR THE FIRST DISTRICT</b>		
<b>3—Legal Department</b>		
<b>3—REGULATION — <i>Continued</i></b>		
Assistant Counsel (Exempt).....	1	\$6,000
Assistant Counsel (12th Grade) @ \$5,400.....	2	10,800
Assistant Counsel (Exempt).....	1	2,800
Junior Assistant Counsel (10th Grade).....	1	2,400
<b>4—Bureau of Transit Inspection</b>		
Inspection of service rendered by street and other railroads; checking and filing of tariff schedules; investigation of complaints as to transit conditions.		
Chief of Transit Bureau (Exempt).....	1	7,500
General Inspector (Exempt).....	1	4,500
Supervising Transit Inspectors (8th Grade) @ \$1,800.....	4	7,200
Supervising Transit Inspector (8th Grade).....	1	1,650
Assistant Supervising Inspectors (7th Grade) @ \$1,500.....	6	9,000
Assistant Supervising Inspector (7th Grade).....	1	1,350
Traffic Inspector (8th Grade).....	1	1,800
Transit Inspectors (6th Grade) @ \$1,200.....	21	25,200
Transit Inspectors (6th Grade) @ \$901.....	3	2,703
Stenographers (6th Grade) @ \$1,200.....	2	2,400
Stenographer (6th Grade).....	1	1,050
Clerk (4th Grade).....	1	720
Page (1st Grade).....	1	360
<b>5—Bureau of Gas and Electricity</b>		
Handling of all correspondence and complaints as to gas and electrical matters coming under the jurisdiction of the commission, including rates, supply, condition of meters, etc.; advising the commission on technical matters in connection with gas and electrical supply and rates; analysis and testing of gas supply and pressure.		
<b>1—SECRETARY'S OFFICE</b>		
Secretary (Exempt).....	1	3,600
Assistant Chief Clerk (8th Grade).....	1	1,650
Stenographer (6th Grade).....	1	1,200
<b>2—GAS ENGINEERING</b>		
Handling of matters in connection with analyzing, testing and gauging of gas supply and pressure.		

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>PUBLIC SERVICE COMMISSION FOR THE FIRST DISTRICT</b>		
<b>5—Bureau of Gas and Electricity</b>		
<b>2—GAS ENGINEERING — <i>Continued</i></b>		
Chief Gas Engineer (Exempt).....	1	\$3,600
Stenographer (5th Grade).....	1	900
Gas Meter Testers (6th Grade) @ \$1,080.....	2	2,160
Junior Engineer (7th Grade).....	1	1,201
Junior Assistants (6th Grade) @ \$901.....	3	2,703
Junior Assistant (5th Grade).....	1	721
<b>3—COMPLAINTS</b>		
Investigation of complaints as to gas and electrical supply, including rates.		
Complaint Inspector (7th Grade).....	1	1,500
Complaint Inspector (7th Grade) @ \$1,350.....	2	2,700
<b>4—INSPECTION OF ELECTRIC METERS</b>		
Inspection, testing and sealing of electric meters.		
Electric Meter Inspector (7th Grade).....	1	1,350
Electric Meter Inspectors (6th Grade) @ \$1,080.....	2	2,160
<b>5—INSPECTION OF GAS METERS</b>		
Inspection, testing and sealing of gas meters.		
Chief Inspector of Meters (7th Grade).....	1	1,350
Gas Meter Testers (6th Grade) @ \$1,080.....	18	19,440
<b>6—Bureau of Statistics and Accounts</b>		
Supervision of accounting methods of companies under the jurisdiction of the commission; preparation of forms of re- ports; examination of reports and companies' records; com- pilation and analysis of statistics obtained from reports of companies and in general the preparation of such statistical and accounting data as may be required by the commission.		
<b>1—EXECUTIVE</b>		
Chief Statistician (Exempt).....	1	6,000
Junior Statistician (7th Grade).....	1	1,201
Stenographer (6th Grade).....	1	1,200
Page (1st Grade).....	1	360

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>PUBLIC SERVICE COMMISSION FOR THE FIRST DISTRICT</b>		
<b>6—Bureau of Statistics and Accounts—Continued</b>		
<b>2—ACCOUNTING</b>		
Handling of accounting matters under the jurisdiction of the Bureau, including the examination of companies' accounts and other records in rates and capitalization cases, and special investigations involving field work; examination, interpretation and analysis of evidence submitted or discovered involving accounting matters.		
Chief of Division (12th Grade).....	1	\$3,300
Statistician (11th Grade).....	1	3,000
Statistician (9th Grade).....	1	1,801
Accountant (11th Grade).....	1	2,401
Accountants (10th Grade) @ \$2,400.....	2	4,800
Accountant (10th Grade).....	1	2,250
Accountants (9th Grade) @ \$1,801.....	2	3,602
Accountant (8th Grade).....	1	1,800
Statistical Clerk (6th Grade).....	1	1,080
Stenographer (5th Grade) @ \$900.....	2	1,800
Page (1st Grade).....	1	360
<b>3—STATISTICS</b>		
Examination, collating and compilation of periodical reports of companies required under the orders of the commission, including monthly, quarterly, semi-annual and annual reports; representing the commission on technical matters from a statistical standpoint.		
Assistant Chief Statistician (12th Grade).....	1	3,300
Statisticians (9th Grade) @ \$1,950.....	3	5,850
Statisticians (9th Grade) @ \$1,801.....	4	7,204
Accountant (9th Grade).....	1	1,801
Junior Accountant (7th Grade).....	1	1,500
Statistical Clerks (6th Grade) @ \$1,080.....	2	2,160
Junior Statistical Clerks (3rd Grade) @ \$600.....	2	1,200
Clerk (4th Grade).....	1	660
Stenographer (5th Grade).....	1	900
<b>7—Bureau of Electrical Equipment and Inspection</b>		
Investigation of electrical, mechanical and operating equipment of companies under the jurisdiction of the commission; investigation of complaints as to condition of equipment; investigation of accidents from the equipment standpoint; inspection, recording and certification as to condition		

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>PUBLIC SERVICE COMMISSION FOR THE FIRST DISTRICT</b>		
<b>7—Bureau of Electrical Equipment and Inspection—<i>Cont.</i></b>		
of all locomotive boilers; investigation of conditions of transmission lines and other means of electrical supply; examination from an electrical engineering standpoint of accounts of companies in connection with the application for approval of issuance of securities; inspection periodically of the condition of power houses and other electrical equipment; appraisal of tangible property and equipment of operating companies in cases involving rates and issuance of securities; keeping of complete set of electrical instruments and standards; checking of standards and electrical testing and measuring of apparatus of electrical companies; conducting of electrical tests of materials intended for use on new construction; conducting of illumination and mechanical tests; collating and keeping up to date of cost and other data in connection with appraisal work; advising commission on all electrical and mechanical matters; inspection and revision, from an electrical engineering standpoint of plans and specifications of proposed new equipment; keeping of force accounts of material used and equipment for new subway system; checking of vouchers, requisitions, plans, etc.		
<b>1—EXECUTIVE</b>		
Electrical Engineer (Exempt).....	1	\$6,000
Electrical Engineer (12th Grade).....	1	3,300
Stenographer (6th Grade).....	1	1,050
Stenographers (5th Grade) @ \$900.....	7	6,300
Junior Clerk (2nd Grade).....	1	480
Pages (1st Grade) @ \$360.....	3	1,080
<b>2—EQUIPMENT INSPECTION</b>		
Handling of matters in connection with inspection and investigations of operating equipment and the investigation of accidents.		
Electrical Engineer (11th Grade).....	1	2,700
Railway Engineer (9th Grade).....	1	1,950
Locomotive Boiler Inspector (8th Grade).....	1	1,800
Junior Railway Engineer (8th Grade).....	1	1,800
Junior Railway Engineers (6th Grade) @ \$1,080.....	3	3,240
Junior Electrical Engineer (8th Grade).....	1	1,501
Junior Electrical Engineer (7th Grade).....	1	1,350
Junior Electrical Engineer (6th Grade).....	1	1,080
Inspector of Equipment (6th Grade).....	1	1,080

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>PUBLIC SERVICE COMMISSION FOR THE FIRST DISTRICT</b>		
<b>7—Bureau of Electrical Equipment and Inspection—Cont'd</b>		
<b>3—CONSTRUCTION ACCOUNTS</b>		
Checking of expenditures in connection with application of companies for approval of securities.		
Electrical Engineer (11th Grade).....	1	\$2,550
Junior Electrical Engineer (7th Grade).....	1	1,350
Junior Electrical Engineers (7th Grade) @ \$1,201.....	2	2,402
Junior Railway Engineers (6th Grade) @ \$1,080.....	6	6,480
<b>4—APPRAISALS</b>		
Appraisals of physical property in rate and security cases.		
Assistant Supervising Inspector (7th Grade).....	1	1,500
Railway Engineer (10th Grade).....	1	2,400
Junior Railway Engineers (8th Grade) @ \$1,800.....	3	5,400
Junior Railway Engineers (6th Grade) @ \$1,080.....	23	24,840
Junior Electrical Engineer (7th Grade).....	1	1,350
Junior Electrical Engineers (7th Grade) @ \$1,201.....	2	2,402
Junior Electrical Engineers (6th Grade) @ \$1,080.....	11	11,880
<b>5—ELECTRICAL LABORATORY</b>		
Keeping of complete set of electrical instruments and standards; checking of standards and electrical testing and measuring of apparatus of electrical companies; conducting of tests of materials intended for electrical use on new construction; conducting of illumination and mechanical tests.		
Chief Inspector of Electric Meters (9th Grade).....	1	1,801
Inspector of Electric Meters (7th Grade).....	1	1,500
Junior Electrical Engineer (6th Grade).....	1	1,080
Junior Railway Engineers (6th Grade) @ \$1,080.....	3	3,240
<b>6—STATISTICS</b>		
Collection and preparation of data relative to costs and other matters in connection with appraisals and other electrical and mechanical matters arising in connection with the work of the commission.		
Junior Electrical Engineer (7th Grade).....	1	1,201
Junior Railway Engineer (6th Grade).....	1	1,080
<b>7—NEW EQUIPMENT</b>		
Checking and revision from an electrical engineering standpoint of plans and specifications of proposed new equipment.		

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>PUBLIC SERVICE COMMISSION FOR THE FIRST DISTRICT</b>		
<b>7—Bureau of Electrical Equipment and Inspection</b>		
<b>7—NEW EQUIPMENT—Continued</b>		
Electrical Engineer (11th Grade).....	1	\$3,000
Assistant Electrical Engineer (9th Grade).....	1	1,801
Junior Electrical Engineer (7th Grade).....	1	1,201
<b>8—FORCE ACCOUNTS</b>		
Collection of data as to cost of new equipment intended for use on the dual system.		
Junior Electrical Engineer (7th Grade).....	1	1,350
Junior Electrical Engineers (6th Grade) @ \$1,080.....	4	4,320
Junior Railway Engineers (6th Grade) @ \$1,080.....	5	5,400
<b>8—Engineering Department</b>		
<p>Has charge of all the engineering work of the commission, excepting that specifically assigned to the bureau of electrical equipment and inspection, including the making of preliminary surveys and studies of proposed new routes, the preparation of preliminary estimates of cost of construction and the preparation of preliminary and final construction drawings, assisting in the preparation of proposed contracts, checking and tabulating of bids for construction; the supervision of the construction of all new subways, extension and third tracking of existing rapid transit lines, and the preparation and approval of plans therefor; the checking of shop drawings; inspection and testing of construction material and supplies; preparation of estimates; preparation of plans and supervision of work in connection with the elimination of grade crossings within the city limits; supervision of changes, improvements and extensions in existing subways, including preparation of estimates and plans therefor; and advising the commission on all engineering matters. Since practically 95 per cent of the employees of the engineering department are engaged on construction, some of which will be completed within a year, after which a reduction in force will be necessary, the organization of this department is regarded as more or less transient in nature, and it has therefore not been deemed advisable to detail the functions of each specific organization unit. As on all large construction jobs, changes in the way of appointments, resignations and transfers are constantly occurring and this renders it somewhat impracticable to go into such details as would be possible with a more stable organization. The executive officer of the engineering department is the chief</p>		



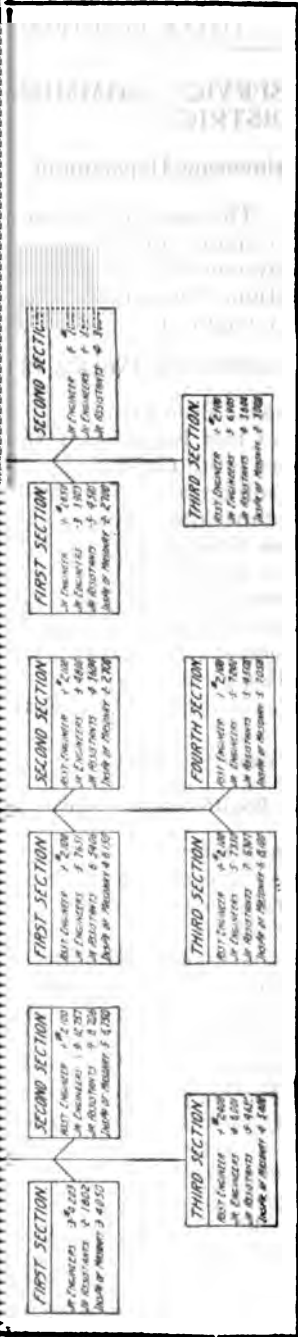
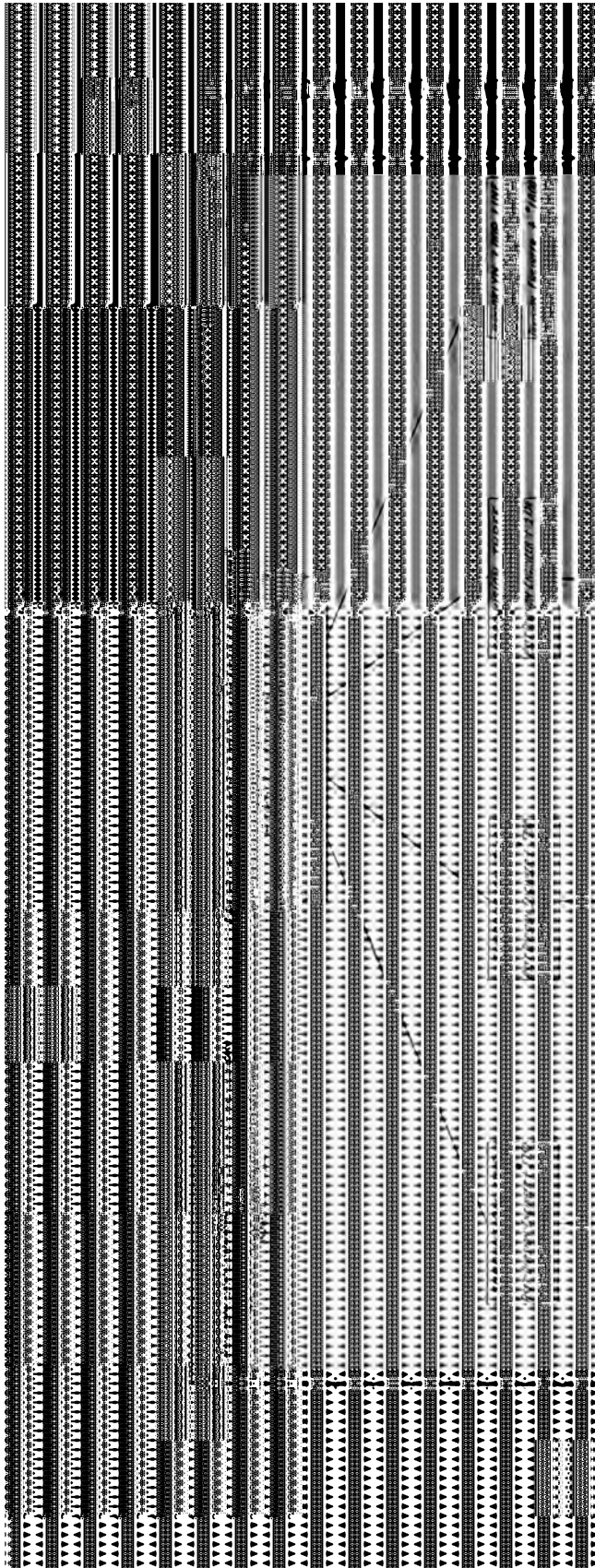


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TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>PUBLIC SERVICE COMMISSION FOR THE FIRST DISTRICT</b>		
<b>8—Engineering Department—Continued</b>		
<p>engineer. The work of the engineering department is divided into two main sub-divisions, in charge of the engineer of subway construction and the deputy engineer of subway construction, respectively, both of whom report directly to the chief engineer.</p>		
<b>1—CHIEF ENGINEER'S OFFICE</b>		
Chief Engineer (Exempt).....	1	\$20,000
Secretary to Chief Engineer (11th Grade).....	1	3,000
Photographer (10th Grade).....	1	2,400
Assistant Photographer (7th Grade).....	1	1,350
Junior Assistant (6th Grade).....	1	1,200
Stenographer (7th Grade).....	1	1,500
Stenographer (6th Grade).....	1	1,200
Stenographers (6th Grade) @ \$1,050.....	2	2,100
Stenographers (5th Grade) @ \$900.....	8	7,200
Correspondence Clerk (5th Grade).....	1	900
Clerk (4th Grade).....	1	720
Junior Clerks (3rd Grade) @ \$600.....	2	1,200
Laborer.....	1	600
Pages (1st Grade) @ \$360.....	5	1,800
<b>2—ENGINEER OF SUBWAY CONSTRUCTION</b>		
<p>General supervision in the field over the construction of all subway and elevated work prosecuted either by the city or the railroad companies, including the inspection and testing of all materials therefor. For administrative purposes this work is divided into five field divisions, a division of sewers and a division of material inspection. Each field division is under a division engineer, whose principal deputy is a senior assistant division engineer. To each division there is assigned contract work costing in the neighborhood of \$50,000,000, the distribution being so far as practicable on a geographical basis. In addition to a small office staff, which handles the clerical work and the making of necessary detailed sketches and drawings; each division has three sub-divisions, each of which is under an assistant division engineer, and consists of four sections. Each organization section has charge of the work on a separate contract, varying in cost from \$2,000,000 to \$3,000,000. The work on each section is handled by an assistant engineer, assisted by ten or twelve engineers. In addition each division has one or two special squads, which are assigned to a particular line of work as hereinafter described.</p>		

# STATE OF NEW YORK



TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>PUBLIC SERVICE COMMISSION FOR THE FIRST DISTRICT</b>		
<b>8—Engineering Department</b>		
<b>2—ENGINEER OF SUBWAY CONSTRUCTION — <i>Continued</i></b>		
<b>1—Executive</b>		
Engineer of Subway Construction (Exempt).....	1	\$12,000
Designing Engineer (12th Grade).....	1	3,750
Assistant Engineer (9th Grade).....	1	2,100
Chauffeur.....	1	1,350
<b>2—First Division</b>		
<b>1—DIVISION OFFICE</b>		
Division Engineer (Exempt).....	1	7,000
Senior Assistant Division Engineer (12th Grade).....	1	4,200
Assistant Division Engineer (11th Grade).....	1	2,700
Assistant Engineer (9th Grade).....	1	1,950
Junior Engineer (8th Grade).....	1	1,650
Junior Engineers (8th Grade) @ \$1,501.....	2	3,002
Junior Engineer (7th Grade).....	1	1,201
Draftsman (8th Grade).....	1	1,800
Draftsman (7th Grade).....	1	1,201
Junior Assistant (6th Grade).....	1	1,050
Junior Assistants (6th Grade) @ \$901.....	4	3,604
Inspector of Steel (7th Grade).....	1	1,500
Stenographer (7th Grade).....	1	1,500
Stenographer (6th Grade).....	1	1,050
Stenographer (5th Grade).....	1	900
Junior Clerk (3rd Grade).....	1	600
Pages (1st Grade) @ \$360.....	2	720
<b>2—SUBDIVISION 1</b>		
<b>1—SUB-OFFICE</b>		
Assistant Division Engineer (12th Grade).....	1	3,750
Stenographer (6th Grade).....	1	1,050
Junior Clerk (2nd Grade).....	1	480
<b>2—FIRST SECTION</b>		
Junior Engineers (8th Grade) @ \$1,501.....	2	3,002
Junior Engineer (7th Grade).....	1	1,201
Junior Assistants (6th Grade) @ \$901.....	2	1,802
Inspectors of Masonry (7th Grade) @ \$1,350.....	3	4,050
<b>3—SECOND SECTION</b>		
Assistant Engineer (9th Grade).....	1	2,100
Junior Engineer (8th Grade).....	1	1,650

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>PUBLIC SERVICE COMMISSION FOR THE FIRST DISTRICT</b>		
<b>8—Engineering Department</b>		
<b>2—ENGINEER OF SUBWAY CONSTRUCTION</b>		
<b>2—First Division</b>		
<b>2—SUBDIVISION I</b>		
<b>3—SECOND SECTION—Continued</b>		
Junior Engineers (8th Grade) @ \$1,501.....	4	\$6,004
Junior Engineer (7th Grade).....	1	1,500
Junior Engineers (7th Grade) @ \$1,201.....	3	3,603
Junior Assistant (6th Grade).....	1	1,200
Junior Assistants (6th Grade) @ \$1,050.....	2	2,100
Junior Assistants (6th Grade) @ \$901.....	6	5,406
Inspectors of Masonry (7th Grade) @ \$1,350.....	5	6,750
<b>4—THIRD SECTION</b>		
Assistant Engineer (10th Grade).....	1	2,400
Junior Engineer (8th Grade).....	1	1,800
Junior Engineer (8th Grade).....	1	1,650
Junior Engineer (6th Grade).....	1	1,350
Junior Engineer (7th Grade).....	1	1,201
Junior Assistant (6th Grade) @ \$901.....	1	1,050
Junior Assistants (6th Grade) @ \$901.....	4	3,604
Inspectors of Masonry (7th Grade) @ \$1,350.....	4	5,400
<b>3—SUBDIVISION II</b>		
<b>1—SUB-OFFICE</b>		
Assistant Division Engineer (12th Grade).....	1	3,300
Junior Engineer (8th Grade).....	1	1,501
Stenographer (6th Grade).....	1	1,050
Page (1st Grade).....	1	360
<b>2—FIRST SECTION</b>		
Assistant Engineer (9th Grade).....	1	2,100
Junior Engineers (8th Grade) @ \$1,650.....	2	3,300
Junior Engineer (8th Grade).....	1	1,501
Junior Engineer (7th Grade).....	1	1,500
Junior Engineer (7th Grade).....	1	1,350
Junior Assistants (6th Grade) @ \$901.....	6	5,406
Inspectors of Masonry (8th Grade) @ \$1,650.....	2	3,300
Inspector of Masonry (7th Grade).....	1	1,500
Inspector of Masonry (7th Grade).....	1	1,350

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>PUBLIC SERVICE COMMISSION FOR THE FIRST DISTRICT</b>		
<b>8—Engineering Department</b>		
<b>2—ENGINEER OF SUBWAY CONSTRUCTION</b>		
<b>2—First Division</b>		
<b>3—SUBDIVISION II—Continued</b>		
<b>3—SECOND SECTION</b>		
Assistant Engineer (9th Grade).....	1	\$2,100
Junior Engineers (8th Grade) @ \$1,650.....	2	3,300
Junior Engineer (7th Grade).....	1	1,500
Junior Assistants (6th Grade) @ \$901.....	4	3,604
Inspectors of Masonry (7th Grade) @ \$1,350.....	2	2,700
<b>4—THIRD SECTION</b>		
Assistant Engineer (9th Grade).....	1	2,100
Junior Engineer (8th Grade).....	1	1,650
Junior Engineers (7th Grade) @ \$1,500.....	2	3,000
Junior Engineers (7th Grade) @ \$1,350.....	2	2,700
Junior Assistants (8th Grade) @ \$901.....	7	6,307
Inspectors of Masonry (7th Grade) @ \$1,350.....	6	8,100
<b>5—FOURTH SECTION</b>		
Assistant Engineer (9th Grade).....	1	2,100
Junior Engineer (8th Grade).....	1	1,650
Junior Engineer (8th Grade).....	1	1,501
Junior Engineer (7th Grade).....	1	1,500
Junior Engineer (7th Grade).....	1	1,350
Junior Engineer (7th Grade).....	1	1,201
Junior Assistants (6th Grade) @ \$901.....	5	4,505
Inspector of Masonry (8th Grade).....	1	1,650
Inspectors of Masonry (7th Grade) @ \$1,350.....	4	5,400
<b>4—SUBDIVISION III</b>		
<b>1—SUB-OFFICE</b>		
Assistant Division Engineer (12th Grade).....	1	3,750
Junior Engineer (8th Grade).....	1	1,650
Junior Engineers (8th Grade) @ \$1,501.....	2	3,002
Stenographer (6th Grade).....	1	1,050
Stenographers (5th Grade) @ \$900.....	2	1,800
Page (1st Grade).....	1	360
<b>2—FIRST SECTION</b>		
Junior Engineer (8th Grade).....	1	1,650
Junior Engineer (8th Grade).....	1	1,501



TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>PUBLIC SERVICE COMMISSION FOR THE FIRST DISTRICT</b>		
<b>8—Engineering Department</b>		
<b>2—ENGINEER OF SUBWAY CONSTRUCTION</b>		
<b>2—First Division</b>		
<b>4—SUBDIVISION III</b>		
<b>1—FIRST SECTION—Continued</b>		
Junior Engineers (7th Grade) @ \$1,201.....	2	\$2,402
Junior Assistants (6th Grade) @ \$901.....	5	4,505
Inspectors of Masonry (7th Grade) @ \$1,350.....	2	2,700
<b>3—SECOND SECTION</b>		
Junior Engineer (8th Grade).....	1	1,800
Junior Engineer (8th Grade).....	1	1,501
Junior Assistants (6th Grade) @ \$901.....	4	3,604
<b>4—THIRD SECTION</b>		
Assistant Engineer (9th Grade).....	1	2,100
Junior Engineers (8th Grade) @ \$1,501.....	3	4,503
Junior Engineers (7th Grade) @ \$1,201.....	2	2,402
Junior Assistants (6th Grade) @ \$901.....	4	3,604
Inspector of Masonry (8th Grade).....	1	1,650
Inspector of Masonry (7th Grade).....	1	1,350
<b>5—BROOKLYN LOOP-LINE RECONSTRUCTION SQUAD</b>		
Junior Engineer (8th Grade).....	1	1,800
Junior Engineer (8th Grade).....	1	1,650
Junior Engineer (7th Grade).....	1	1,350
Junior Engineer (7th Grade).....	1	1,201
Junior Assistant (6th Grade).....	1	1,050
Junior Assistants (6th Grade) @ \$901.....	3	2,703
Inspector of Special Track Work Installation (8th Grade).....	1	1,501
Inspector of Masonry (8th Grade).....	1	1,650
Inspector of Masonry (7th Grade) @ \$1,350.....	3	4,050
<b>3—Second Division</b>		
<b>1—DIVISION OFFICE</b>		
Division Engineer (Exempt).....	1	7,000
Senior Assistant Division Engineer (12th Grade).....	1	4,200
Assistant Engineer (9th Grade).....	1	2,100
Junior Engineer (8th Grade).....	1	1,650
Junior Engineer (8th Grade).....	1	1,501
Junior Engineers (7th Grade) @ \$1,201.....	2	2,402

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>PUBLIC SERVICE COMMISSION FOR THE FIRST DISTRICT</b>		
<b>8—Engineering Department</b>		
<b>2—ENGINEER OF SUBWAY CONSTRUCTION</b>		
<b>3—Second Division</b>		
<b>1—DIVISION OFFICE—Continued</b>		
Junior Assistant (6th Grade).....	1	\$1,200
Junior Assistant (6th Grade).....	1	1,050
Junior Assistants (6th Grade) @ \$901.....	3	2,703
Draftsmen (7th Grade) @ \$1,350.....	2	2,700
Stenographers (6th Grade) @ \$1,200.....	2	2,400
Stenographer (5th Grade).....	1	900
Junior Clerk (2nd Grade).....	1	480
Page (1st Grade).....	1	360
Laborer.....	1	720
Janitress.....	1	204
Janitor.....	1	180
<b>2—STEINWAY TUNNEL RECONSTRUCTION SQUAD</b>		
Assistant Engineer (9th Grade).....	1	2,100
Franchise Draftsman (8th Grade).....	1	1,650
Junior Engineers (8th Grade) @ \$1,501.....	2	3,002
Junior Engineer (7th Grade).....	1	1,350
Junior Assistants (6th Grade) @ \$901.....	5	4,505
Inspector of Special Track Work Installation (8th Grade).....	1	1,501
Inspector of Masonry (8th Grade).....	1	1,650
Inspectors of Masonry (7th Grade) @ \$1,350.....	5	6,750
<b>3—DIAGONAL CONNECTION SQUAD</b>		
Assistant Engineer (7th Grade).....	1	2,100
Junior Engineer (8th Grade).....	1	1,650
Junior Engineers (8th Grade) @ \$1,501.....	2	3,002
Junior Engineer (7th Grade).....	1	1,201
Junior Assistants (6th Grade) @ \$901.....	5	4,505
<b>4—GRADE CROSSING ELIMINATION SQUAD</b>		
Assistant Engineer (10th Grade).....	1	2,400
Assistant Engineer (9th Grade).....	1	2,100
Junior Engineer (8th Grade).....	1	1,800
Junior Engineer (7th Grade).....	1	1,350
Junior Engineers (7th Grade) @ \$1,201.....	4	4,804
Stenographer (6th Grade).....	1	1,050

100

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>PUBLIC SERVICE COMMISSION FOR THE FIRST DISTRICT</b>		
<b>8—Engineering Department</b>		
<b>2—ENGINEER OF SUBWAY CONSTRUCTION</b>		
<b>3—Second Division—Continued</b>		
<b>5—SUBDIVISION I</b>		
<b>1—SUB-OFFICE</b>		
Assistant Division Engineer (12th Grade).....	1	\$3,300
Junior Engineer (8th Grade).....	1	1,501
Junior Assistant (6th Grade).....	1	901
Stenographer (6th Grade).....	1	1,050
Stenographer (5th Grade).....	1	900
<b>2—FIRST SECTION</b>		
Assistant Engineer (9th Grade).....	1	1,950
Junior Engineer (8th Grade).....	1	1,650
Junior Engineer (8th Grade).....	1	1,501
Junior Engineers (7th Grade) @ \$1,201.....	2	2,402
Junior Assistants (6th Grade) @ \$901.....	5	4,505
Inspector of Masonry (8th Grade).....	1	1,650
Inspectors of Masonry (7th Grade) @ \$1,350.....	4	5,400
<b>3—SECOND SECTION</b>		
Assistant Engineer (9th Grade).....	1	1,950
Junior Engineer (8th Grade).....	1	1,501
Junior Engineer (7th Grade).....	1	1,350
Junior Engineers (7th Grade) @ \$1,201.....	2	2,402
Junior Assistants (6th Grade) @ \$901.....	5	4,505
Inspectors of Masonry (7th Grade) @ \$1,350.....	6	8,100
<b>4—THIRD SECTION</b>		
Assistant Engineer (8th Grade).....	1	1,950
Junior Engineers (8th Grade) @ \$1,501.....	2	3,002
Junior Engineer (7th Grade).....	1	1,350
Junior Engineers (7th Grade) @ \$1,201.....	3	3,603
Junior Assistants (6th Grade) @ \$901.....	5	4,505
Inspectors of Masonry (7th Grade) @ \$1,350.....	3	4,050
<b>5—FOURTH SECTION</b>		
Assistant Engineer (10th Grade).....	1	2,400
Junior Engineers (8th Grade) @ \$1,501.....	3	4,503
Junior Engineer (7th Grade).....	1	1,201
Junior Assistants (6th Grade) @ \$901.....	5	4,505
Inspector of Masonry (7th Grade).....	1	1,350

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>PUBLIC SERVICE COMMISSION FOR THE FIRST DISTRICT</b>		
<b>8—Engineering Department</b>		
<b>2—ENGINEER OF SUBWAY CONSTRUCTION</b>		
<b>3—Second Division—Continued</b>		
<b>6—SUBDIVISION II</b>		
<b>1—SUB-OFFICE</b>		
Assistant Division Engineer (12th Grade).....	1	\$3,300
Junior Engineer (7th Grade).....	1	1,350
Junior Assistant (6th Grade).....	1	901
Stenographer (6th Grade).....	1	1,050
Stenographre (5th Grade).....	1	900
Page (1st Grade).....	1	360
<b>2—FIRST SECTION</b>		
Assistant Engineer (9th Grade).....	1	1,950
Junior Engineers (8th Grade) @ \$1,501.....	2	3,002
Junior Engineer (7th Grade).....	1	1,350
Junior Engineer (7th Grade).....	1	1,201
Junior Assistant (6th Grade).....	1	1,200
Junior Assistants (6th Grade) @ \$901.....	4	3,604
Inspectors of Masonry (8th Grade) @ \$1,650.....	2	3,300
Inspectors of Masonry (7th Grade) @ \$1,500.....	3	4,500
Inspectors of Masonry (7th Grade) @ \$1,350.....	3	4,050
<b>3—SECOND SECTION</b>		
Assistant Engineer (9th Grade).....	1	2,100
Junior Engineer (8th Grade).....	1	1,650
Junior Engineer (7th Grade).....	1	1,350
Junior Engineers (7th Grade) @ \$1,201.....	2	2,402
Junior Assistant (6th Grade).....	1	1,050
Junior Assistants (6th Grade) @ \$901.....	4	3,604
Inspector of Masonry (8th Grade).....	1	1,650
Inspectors of Masonry (7th Grade) @ \$1,350.....	6	8,100
<b>4—THIRD SECTION</b>		
Assistant Engineer (9th Grade).....	1	1,950
Junior Engineer (8th Grade).....	1	1,501
Junior Engineer (7th Grade).....	1	1,350
Junior Engineers (7th Grade) @ \$1,201.....	2	2,402
Junior Assistant (6th Grade).....	1	1,200
Junior Assistant (6th Grade).....	1	1,050
Junior Assistants (6th Grade) @ \$901.....	3	2,703
Inspector of Masonry (8th Grade).....	1	1,650
Inspectors of Masonry (7th Grade) @ \$1,350.....	3	4,050

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>PUBLIC SERVICE COMMISSION FOR THE FIRST DISTRICT</b>		
<b>8—Engineering Department</b>		
<b>2—ENGINEER OF SUBWAY CONSTRUCTION</b>		
<b>3—Second Division</b>		
<b>6—SUBDIVISION II—Continued</b>		
<b>5—FOURTH SECTION</b>		
Assistant Engineer (9th Grade).....	1	\$2,100
Junior Engineers (8th Grade) @ \$1,501.....	2	3,002
Junior Engineer (7th Grade).....	1	1,500
Junior Engineer (7th Grade).....	1	1,201
Junior Assistants (6th Grade) @ \$901.....	4	3,604
Inspectors of Masonry (7th Grade) @ \$1,350.....	6	8,100
Junior Assistant (6th Grade).....	1	1,050
<b>7—SUBDIVISION III</b>		
<b>1—SUB-OFFICE</b>		
Assistant Engineer (9th Grade).....	1	1,801
Junior Engineer (8th Grade).....	1	1,501
Junior Assistant (6th Grade).....	1	901
Stenographer (6th Grade).....	1	1,050
Stenographer (5th Grade).....	1	900
Page (1st Grade).....	1	360
<b>2—FIRST SECTION</b>		
Assistant Engineer (9th Grade).....	1	2,100
Junior Engineer (8th Grade).....	1	1,800
Junior Engineer (8th Grade).....	1	1,501
Junior Engineers (7th Grade) @ \$1,201.....	3	3,603
Junior Assistants (6th Grade) @ \$901.....	5	4,505
Inspector of Steel (7th Grade).....	1	1,500
Inspectors of Masonry (7th Grade) @ \$1,350.....	4	5,400
<b>3—SECOND SECTION</b>		
Assistant Engineer (10th Grade).....	1	2,400
Junior Engineer (8th Grade).....	1	1,800
Junior Engineers (8th Grade) @ \$1,501.....	2	3,002
Junior Engineer (7th Grade).....	1	1,201
Junior Assistant (6th Grade).....	1	1,200
Junior Assistants (6th Grade) @ \$901.....	4	3,604
Inspectors of Steel (7th Grade) @ \$1,500.....	2	3,000
Inspectors of Masonry (7th Grade) @ \$1,350.....	3	4,050

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>PUBLIC SERVICE COMMISSION FOR THE FIRST DISTRICT</b>		
<b>8—Engineering Department</b>		
<b>2—ENGINEER OF SUBWAY CONSTRUCTION</b>		
<b>3—Second Division</b>		
<b>7—SUBDIVISION III</b>		
<b>4—THIRD SECTION—Continued</b>		
Assistant Engineer (9th Grade).....	1	\$1,950
Junior Engineer (8th Grade).....	1	1,650
Junior Engineer (8th Grade).....	1	1,501
Junior Engineers (7th Grade) @ \$1,201.....	2	2,402
Junior Assistants (6th Grade) @ \$901.....	5	4,505
Inspectors of Masonry (7th Grade) @ \$1,350.....	4	5,400
<b>5—FOURTH SECTION</b>		
Junior Engineer (8th Grade).....	1	1,501
Junior Assistants (6th Grade) @ \$901.....	3	2,703
<b>4—Third Division</b>		
<b>1—DIVISION OFFICE</b>		
Division Engineer (Exempt).....	1	7,000
Senior Assistant Division Engineer (12th Grade).....	1	4,200
Junior Engineer (8th Grade).....	1	1,800
Junior Assistant (6th Grade).....	1	1,650
Junior Assistant (6th Grade).....	1	901
Draftsmen (7th Grade) @ \$1,500.....	2	3,000
Stenographer (6th Grade).....	1	1,200
Stenographer (6th Grade).....	1	1,050
Junior Clerk (3rd Grade).....	1	600
Pages (1st Grade) @ \$360.....	2	720
Laborer.....	1	600
<b>2—ELEVATED SQUAD</b>		
Junior Engineer (8th Grade).....	1	1,501
Junior Assistant (6th Grade).....	1	1,050
Junior Assistants (6th Grade) @ \$901.....	2	1,802
<b>3—SUBDIVISION I</b>		
<b>1—SUB-OFFICE</b>		
Assistant Division Engineer (12th Grade).....	1	3,750
Junior Engineer (8th Grade).....	1	1,501
Junior Assistant (6th Grade).....	1	901
Stenographer (6th Grade).....	1	1,050
Stenographer (5th Grade).....	1	900
Page (1st Grade).....	1	360

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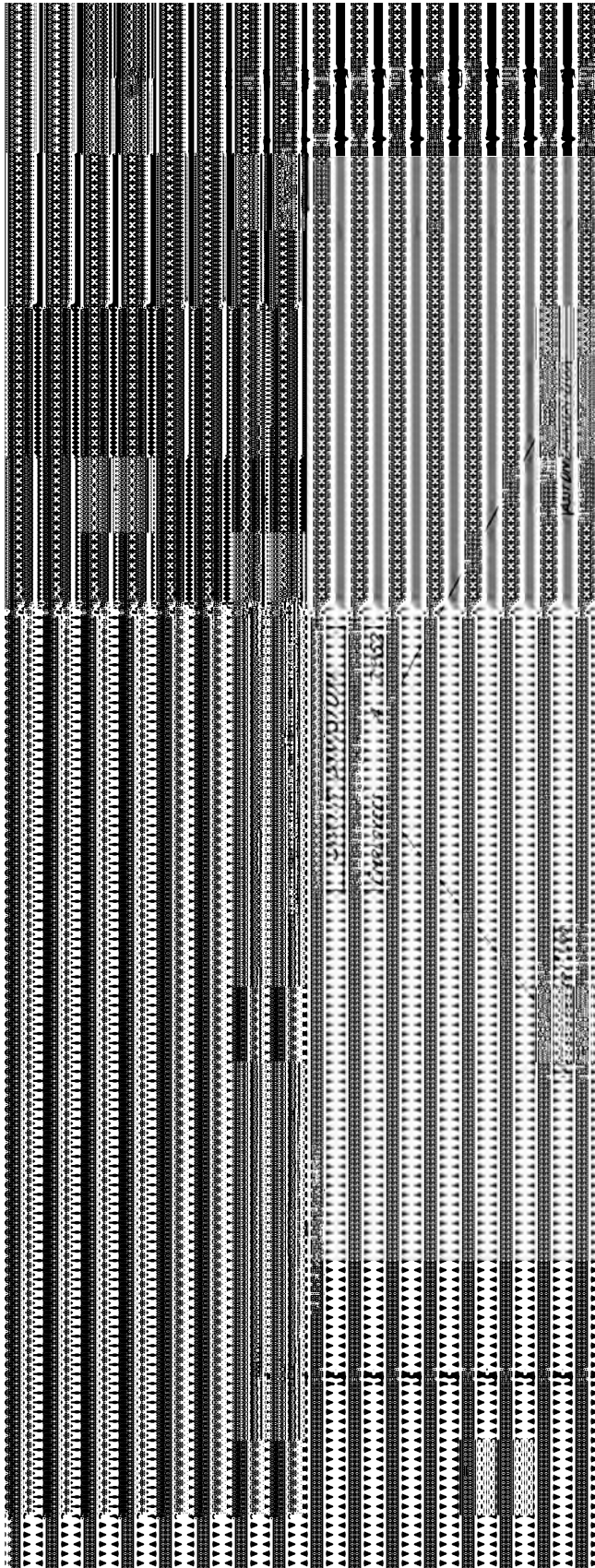
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TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>PUBLIC SERVICE COMMISSION FOR THE FIRST DISTRICT</b>		
<b>8—Engineering Department</b>		
<b>2—ENGINEER OF SUBWAY CONSTRUCTION</b>		
<b>4—Third Division</b>		
<b>3—SUBDIVISION I—Continued</b>		
<b>§—FIRST SECTION</b>		
Assistant Engineer (9th Grade).....	1	\$1,950
Junior Engineer (8th Grade).....	1	1,650
Junior Engineer (8th Grade).....	1	1,501
Junior Engineer (7th Grade).....	1	1,350
Junior Assistant (6th Grade).....	1	1,050
Junior Assistants (6th Grade) @ \$901.....	4	3,604
Junior Railway Engineer (8th Grade).....	1	1,650
Inspectors of Masonry (7th Grade) @ \$1,350.....	4	5,400
Junior Engineer (7th Grade).....	1	1,201
<b>§—SECOND SECTION</b>		
Assistant Engineer (9th Grade).....	1	1,950
Junior Engineer (8th Grade).....	1	1,650
Junior Engineer (8th Grade).....	1	1,501
Junior Engineers (7th Grade) @ \$1,201.....	2	2,402
Junior Assistants (6th Grade) @ \$901.....	5	4,505
Inspector of Steel (7th Grade).....	1	1,500
Inspectors of Masonry (7th Grade) @ \$1,350.....	8	10,800
<b>§—THIRD SECTION</b>		
Assistant Engineer (9th Grade).....	1	2,100
Junior Engineer (8th Grade).....	1	1,650
Junior Engineer (7th Grade).....	1	1,350
Junior Engineers (7th Grade) @ \$1,201.....	2	2,402
Junior Assistant (6th Grade).....	1	1,200
Junior Assistants (6th Grade) @ \$901.....	4	3,604
Inspectors of Masonry (7th Grade) @ \$1,350.....	10	13,500
Junior Engineer (8th Grade).....	1	1,501
<b>§—FOURTH SECTION</b>		
Assistant Engineer (10th Grade).....	1	2,400
Junior Engineer (8th Grade).....	1	1,800
Junior Engineer (8th Grade).....	1	1,650
Junior Engineer (7th Grade).....	1	1,500
Junior Engineer (7th Grade).....	1	1,201
Junior Assistant (6th Grade).....	1	1,200
Junior Assistants (6th Grade) @ \$901.....	4	3,604
Inspector of Steel (7th Grade).....	1	1,500

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>PUBLIC SERVICE COMMISSION FOR THE FIRST DISTRICT</b>		
<b>8—Engineering Department</b>		
<b>2—ENGINEER OF SUBWAY CONSTRUCTION</b>		
<b>4—Third Division</b>		
<b>3—SUBDIVISION I</b>		
<i>5—FOURTH SECTION—Continued</i>		
Inspector of Masonry (8th Grade).....	1	\$1,650
Inspectors of Masonry (7th Grade) @ \$1,500.....	2	3,000
Inspectors of Masonry (7th Grade) @ \$1,350.....	7	9,450
Janitress.....	1	96
<b>4—SUBDIVISION II</b>		
<i>1—SUB-OFFICE</i>		
Assistant Division Engineer (12th Grade).....	1	3,300
Junior Engineer (7th Grade).....	1	1,201
Junior Assistant (6th Grade).....	1	901
Stenographer (6th Grade).....	1	1,050
Page (1st Grade).....	1	360
<i>2—FIRST SECTION</i>		
Junior Engineer (8th Grade).....	1	1,650
Junior Engineers (7th Grade) @ \$1,201.....	3	3,603
Junior Assistant (6th Grade).....	1	1,200
Junior Assistants (6th Grade) @ \$901.....	2	1,802
Junior Assistant (5th Grade).....	1	721
<i>3—SECOND SECTION</i>		
Junior Engineer (8th Grade).....	1	1,800
Junior Engineers (8th Grade) @ \$1,501.....	3	4,503
Junior Engineer (7th Grade).....	1	1,201
Junior Assistant (6th Grade).....	1	1,200
Junior Assistants (6th Grade) @ \$901.....	3	2,703
Draftsman (7th Grade).....	1	1,201
Inspector of Steel (7th Grade).....	1	1,500
Inspectors of Masonry (8th Grade) @ \$1,650.....	2	3,300
Inspectors of Masonry (7th Grade) @ \$1,350.....	5	6,750
<i>4—THIRD SECTION</i>		
Assistant Engineer (9th Grade).....	1	1,950
Junior Engineer (8th Grade).....	1	1,501
Junior Engineer (7th Grade).....	1	1,350
Junior Engineers (7th Grade) @ \$1,201.....	3	3,603
Junior Assistant (6th Grade).....	1	1,200
Junior Assistants (6th Grade).....	4	3,604
Inspectors of Masonry (7th Grade) @ \$1,350.....	3	4,050

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>PUBLIC SERVICE COMMISSION FOR THE FIRST DISTRICT</b>		
<b>8—Engineering Department</b>		
<b>2—ENGINEER OF SUBWAY CONSTRUCTION</b>		
<b>4—Third Division</b>		
<b>4—SUBDIVISION II—Continued</b>		
<b>5—FOURTH SECTION</b>		
Assistant Engineer (10th Grade).....	1	\$2,250
Junior Engineers (8th Grade) @ \$1,501.....	3	4,503
Junior Engineer (7th Grade).....	1	1,350
Junior Engineers (7th Grade) @ \$1,201.....	2	2,402
Junior Assistant (6th Grade).....	1	1,050
Junior Assistants (6th Grade) @ \$901.....	4	3,604
Inspectors of Masonry (7th Grade) @ \$1,350.....	6	8,100
Janitress.....	1	120
<b>5—SUBDIVISION III</b>		
<b>1—SUB-OFFICE</b>		
Junior Engineer (8th Grade).....	1	1,501
Junior Assistant (6th Grade).....	1	901
Stenographer (5th Grade).....	1	900
Page (1st Grade).....	1	360
<b>2—FIRST SECTION</b>		
Assistant Engineer (9th Grade).....	1	1,950
Junior Engineers (8th Grade) @ \$1,501.....	2	3,002
Junior Engineers (7th Grade) @ \$1,201.....	2	2,402
Junior Assistants (6th Grade) @ \$901.....	5	4,505
Inspector of Steel (7th Grade).....	1	1,500
Inspectors of Masonry (7th Grade) @ \$1,350.....	2	2,700
Janitress.....	1	96
<b>3—SECOND SECTION</b>		
Assistant Engineer (9th Grade).....	1	1,950
Junior Engineer (7th Grade).....	1	1,500
Junior Engineers (7th Grade) @ \$1,201.....	3	3,603
Junior Assistants (6th Grade) @ \$901.....	5	4,505
Inspector of Steel (7th Grade).....	1	1,500
Inspectors of Masonry (7th Grade) @ \$1,350.....	4	5,400
<b>4—THIRD SECTION</b>		
Junior Engineers (8th Grade) @ \$1,650.....	2	3,300
Junior Engineer (8th Grade).....	1	1,501
Junior Engineer (7th Grade).....	1	1,201
Junior Assistants (6th Grade) @ \$901.....	5	4,505
Inspectors of Masonry (7th Grade) @ \$1,350.....	5	6,750

# STATE OF NEW YORK



<b>ELEVATED SQUARE</b> All Concrete Area 1,425 Area of Pavement 1,425 Area of Abutment 1,425 Area of Retaining Wall 1,425	<b>PIPER TANKER SQUARE</b> All Concrete Area 1,425 Area of Pavement 1,425 Area of Abutment 1,425 Area of Retaining Wall 1,425	<b>FIRST SECTION</b> All Concrete Area 1,425 Area of Pavement 1,425 Area of Abutment 1,425 Area of Retaining Wall 1,425	<b>FIRST SECTION</b> All Concrete Area 1,425 Area of Pavement 1,425 Area of Abutment 1,425 Area of Retaining Wall 1,425	<b>SECOND SECTION</b> All Concrete Area 1,425 Area of Pavement 1,425 Area of Abutment 1,425 Area of Retaining Wall 1,425	<b>THIRD SECTION</b> All Concrete Area 1,425 Area of Pavement 1,425 Area of Abutment 1,425 Area of Retaining Wall 1,425	<b>FOURTH SECTION</b> All Concrete Area 1,425 Area of Pavement 1,425 Area of Abutment 1,425 Area of Retaining Wall 1,425	<b>SECOND SECTION</b> All Concrete Area 1,425 Area of Pavement 1,425 Area of Abutment 1,425 Area of Retaining Wall 1,425	<b>THIRD SECTION</b> All Concrete Area 1,425 Area of Pavement 1,425 Area of Abutment 1,425 Area of Retaining Wall 1,425	<b>FOURTH SECTION</b> All Concrete Area 1,425 Area of Pavement 1,425 Area of Abutment 1,425 Area of Retaining Wall 1,425	<b>FIFTH SECTION</b> All Concrete Area 1,425 Area of Pavement 1,425 Area of Abutment 1,425 Area of Retaining Wall 1,425	<b>SIXTH SECTION</b> All Concrete Area 1,425 Area of Pavement 1,425 Area of Abutment 1,425 Area of Retaining Wall 1,425	<b>THIRD SECTION</b> All Concrete Area 1,425 Area of Pavement 1,425 Area of Abutment 1,425 Area of Retaining Wall 1,425	<b>SEVENTH SECTION</b> All Concrete Area 1,425 Area of Pavement 1,425 Area of Abutment 1,425 Area of Retaining Wall 1,425	<b>SEVENTH SECTION</b> All Concrete Area 1,425 Area of Pavement 1,425 Area of Abutment 1,425 Area of Retaining Wall 1,425	<b>SEVENTH SECTION</b> All Concrete Area 1,425 Area of Pavement 1,425 Area of Abutment 1,425 Area of Retaining Wall 1,425
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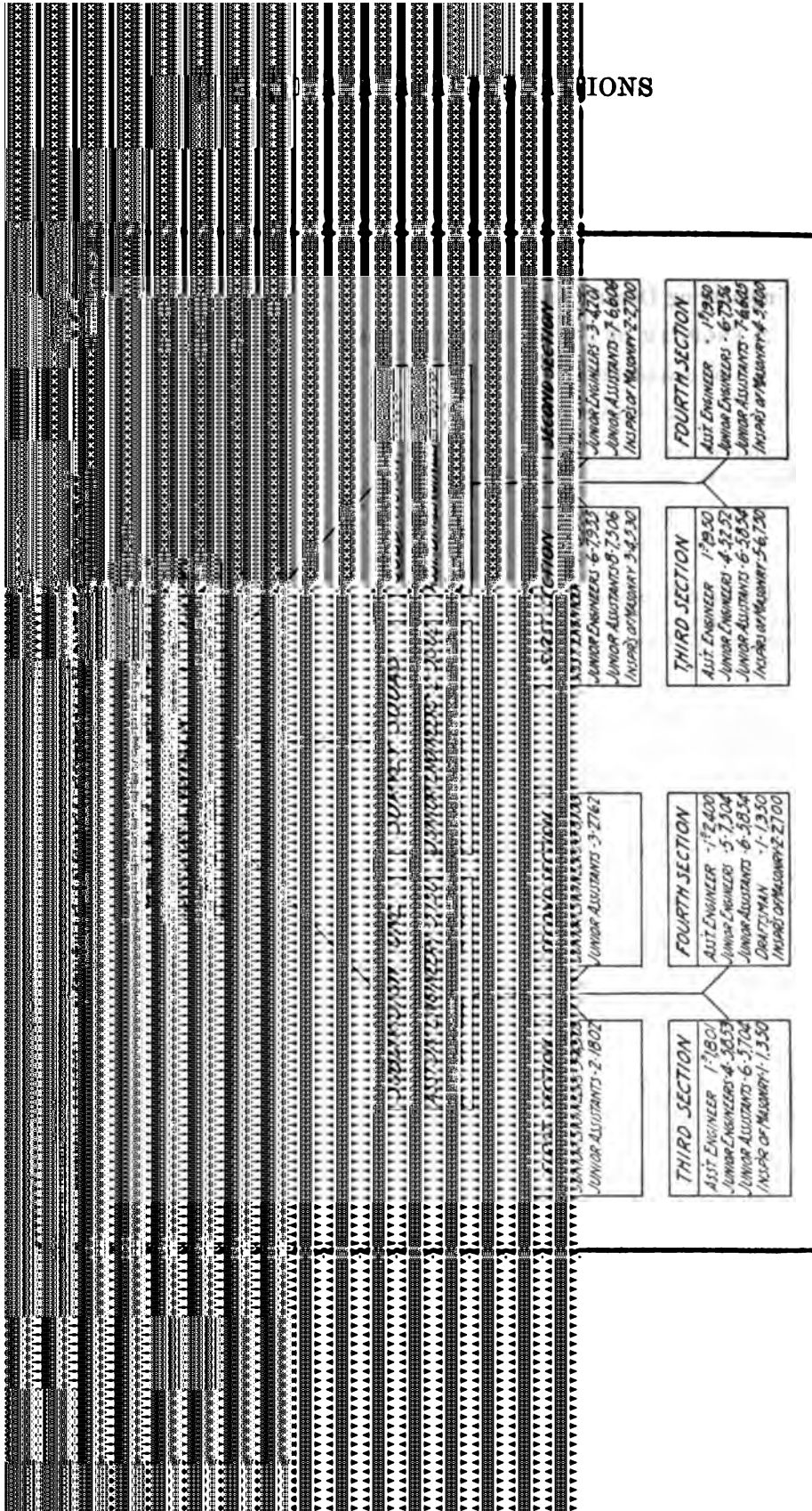
TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>PUBLIC SERVICE COMMISSION FOR THE FIRST DISTRICT</b>		
<b>8—Engineering Department</b>		
<b>2—ENGINEER OF SUBWAY CONSTRUCTION</b>		
<b>4—Third Division</b>		
<b>5—SUBDIVISION III—Continued</b>		
<b>5—SURVEY SQUAD</b>		
Junior Engineer (8th Grade).....	1	\$1,650
Junior Engineers (8th Grade) @ \$1,501.....	2	3,002
Junior Engineers (7th Grade) @ \$1,201.....	4	4,804
Junior Assistants (6th Grade) @ \$1,050.....	2	2,100
Junior Assistants (6th Grade) @ \$901.....	9	8,109
<b>5—Sixth Division</b>		
<b>1—DIVISION OFFICE</b>		
Division Engineer (Exempt).....	1	7,000
Assistant Division Engineer (12th Grade).....	1	3,750
Chauffeur.....	1	1,200
Inspectors of Special Track Work Installation (8th Grade) @ \$1,501.....	2	3,002
<b>2—PART I</b>		
<b>1—SUBDIVISION OFFICE</b>		
Assistant Division Engineer (12th Grade).....	1	3,300
Junior Engineer (8th Grade).....	1	1,800
Draftsman (8th Grade).....	1	1,800
Stenographer (6th Grade).....	1	1,200
Stenographer (6th Grade).....	1	1,050
Stenographer (5th Grade).....	1	900
Junior Clerk (3rd Grade).....	1	600
Pages (1st Grade) @ \$360.....	2	720
<b>2—ELEVATED SQUAD</b>		
Assistant Engineer (9th Grade).....	1	2,100
Junior Engineer (8th Grade).....	1	1,501
Junior Engineer (7th Grade).....	1	1,350
Junior Engineer (7th Grade).....	1	1,201
Junior Assistant (6th Grade).....	1	1,200
Junior Assistants (6th Grade) @ \$901.....	4	3,604
Inspector of Steel (7th Grade) @ \$1,500.....	4	6,000
Inspector of Masonry (7th Grade).....	1	1,500
Inspectors of Masonry (7th Grade) @ \$1,350.....	5	6,750

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>PUBLIC SERVICE COMMISSION FOR THE FIRST DISTRICT</b>		
<b>8—Engineering Department</b>		
<b>2—ENGINEER OF SUBWAY CONSTRUCTION</b>		
<b>5—Sixth Division</b>		
<b>2—PART I—Continued</b>		
<b>3—RIVER TUNNEL SQUAD</b>		
Assistant Engineer (9th Grade).....	1	\$2,100
Resident Engineers (12th Grade) @ \$3,001.....	3	9,003
Assistant Engineer (9th Grade).....	1	1,950
Junior Engineer (8th Grade).....	1	1,650
Junior Engineers (8th Grade) @ \$1,501.....	11	16,511
Junior Engineer (7th Grade).....	1	1,350
Junior Engineers (7th Grade) @ \$1,201.....	4	4,804
Junior Assistants (6th Grade) @ \$1,050.....	2	2,100
Junior Assistants (6th Grade) @ \$901.....	10	9,010
Draftsmen (7th Grade) @ \$1,350.....	2	2,700
Stenographer (5th Grade).....	1	900
Page (1st Grade).....	1	360
<b>4—FIRST SECTION</b>		
Assistant Engineer (9th Grade).....	1	1,950
Junior Engineer (8th Grade).....	1	1,501
Junior Engineer (7th Grade).....	1	1,350
Junior Assistant (6th Grade).....	1	1,200
Junior Assistant (6th Grade).....	1	1,050
Junior Assistants (6th Grade) @ \$901.....	4	3,604
Inspector of Masonry (8th Grade).....	1	1,650
Laborers @ \$600.....	2	1,200
<b>5—SECOND SECTION</b>		
Assistant Engineer (9th Grade).....	1	2,100
Assistant Engineer (9th Grade).....	1	1,950
Junior Engineers (7th Grade) @ \$1,500.....	2	3,000
Junior Assistant (6th Grade).....	1	1,200
Junior Assistant (6th Grade).....	1	1,050
Junior Assistants (6th Grade) @ \$901.....	4	3,604
Laborers @ \$600.....	2	1,200
<b>6—THIRD SECTION</b>		
Laborers @ \$600.....	3	1,800
<b>3—PART II</b>		
<b>1—SUBDIVISION OFFICE</b>		
Assistant Engineer (9th Grade).....	1	2,100
Junior Engineers (8th Grade) @ \$1,650.....	2	3,300

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>PUBLIC SERVICE COMMISSION FOR THE FIRST DISTRICT</b>		
<b>8—Engineering Department</b>		
<b>3—ENGINEER OF SUBWAY CONSTRUCTION</b>		
<b>5—Sixth Division</b>		
<b>3—PART II</b>		
<b>1—SUBDIVISION OFFICE—Continued</b>		
Junior Assistant (6th Grade).....	1	\$1,050
Junior Assistants (6th Grade) @ \$901.....	6	5,406
Draftsman (7th Grade).....	1	1,201
Stenographer (6th Grade).....	1	1,050
Stenographers (5th Grade) @ \$900.....	2	1,800
Pages (1st Grade) @ \$360.....	2	720
<b>2—FIRST SECTION</b>		
Assistant Engineer (9th Grade).....	1	1,950
Junior Engineers (8th Grade) @ \$1,501.....	2	3,002
Junior Engineer (7th Grade).....	1	1,500
Junior Engineers (7th Grade) @ \$1,350.....	2	2,700
Junior Engineers (7th Grade) @ \$1,201.....	6	7,206
Junior Assistants (6th Grade) @ \$1,050.....	4	4,200
Junior Assistants (6th Grade) @ \$901.....	8	7,208
Inspectors of Steel (7th Grade) @ \$1,500.....	2	3,000
Inspectors of Masonry (8th Grade) @ \$1,650.....	2	3,300
Inspector of Masonry (8th Grade).....	1	1,575
Inspectors of Masonry (7th Grade) @ \$1,500.....	2	3,000
Inspectors of Masonry (7th Grade) @ \$1,350.....	3	4,050
<b>3—SECOND SECTION</b>		
Assistant Engineer (9th Grade).....	1	2,100
Junior Engineer (8th Grade).....	1	1,650
Junior Engineer (8th Grade).....	1	1,501
Junior Engineer (7th Grade).....	1	1,350
Junior Engineer (7th Grade).....	1	1,201
Junior Assistant (6th Grade).....	1	1,200
Junior Assistant (6th Grade).....	1	1,050
Junior Assistants (6th Grade) @ \$901.....	4	3,604
Inspector of Masonry (7th Grade).....	1	1,500
Inspectors of Masonry (7th Grade) @ \$1,350.....	4	5,400
<b>4—THIRD SECTION</b>		
Assistant Engineer (9th Grade).....	1	2,100
Junior Engineer (8th Grade).....	1	1,650
Junior Engineers (7th Grade).....	3	4,050
Junior Engineer (7th Grade).....	1	1,201

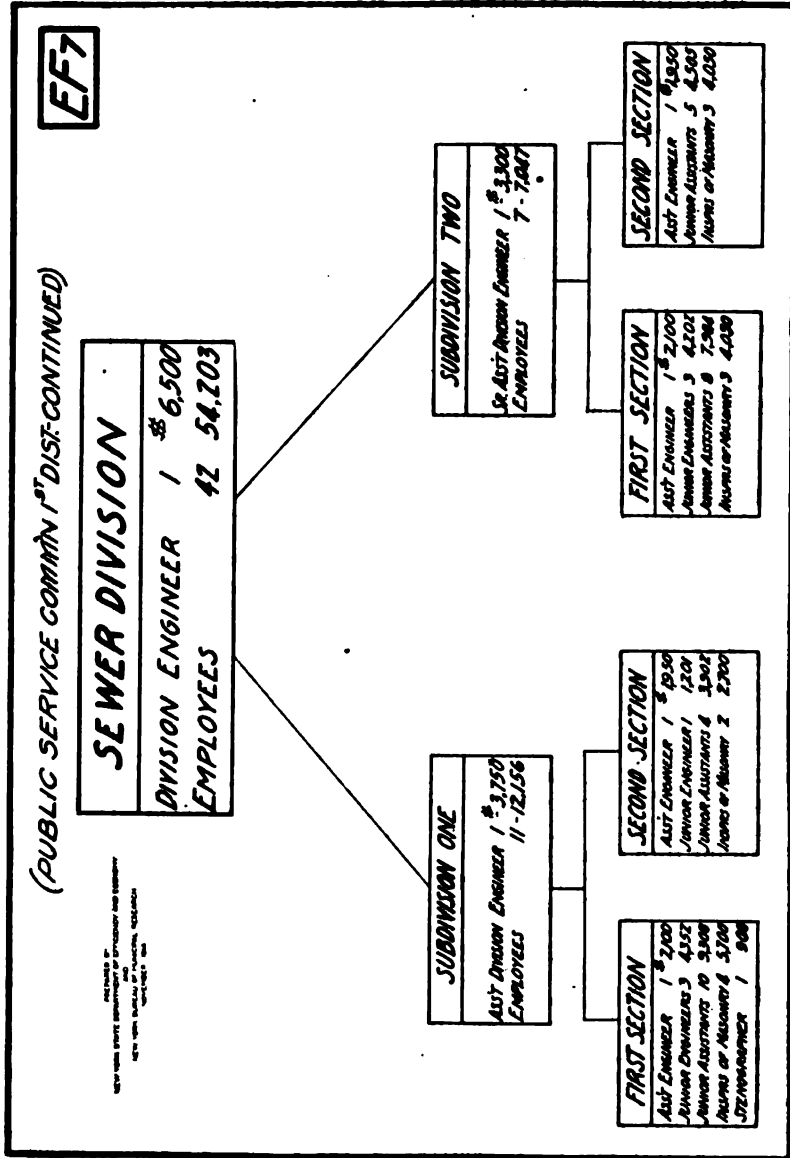


TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>PUBLIC SERVICE COMMISSION FOR THE FIRST DISTRICT</b>		
<b>8—Engineering Department</b>		
<b>2—ENGINEER OF SUBWAY CONSTRUCTION</b>		
<b>5—Sixth Division</b>		
<b>3—PART II</b>		
<b>4—THIRD SECTION—Continued</b>		
Junior Assistant (6th Grade).....	1	\$1,050
Junior Assistants (6th Grade) @ \$901.....	3	2,703
Inspector of Masonry (7th Grade).....	1	1,350
<b>5—FOURTH SECTION</b>		
Watchman (3rd Grade).....	1	600
Laborer.....	1	600
<b>6—FIFTH SECTION</b>		
Watchman (3rd Grade).....	1	600
Laborers @ \$600.....	2	1,200
<b>7—SIXTH SECTION</b>		
Laborer.....	1	600
<b>8—STATION FINISH SQUAD</b>		
Assistant Engineer (9th Grade).....	1	1,950
Junior Engineer (8th Grade).....	1	1,501
Junior Engineers (7th Grade) @ \$1,201.....	2	2,402
Junior Assistant (6th Grade).....	1	1,050
Junior Assistant (6th Grade).....	1	901
Inspector of Masonry (7th Grade).....	1	1,350
<b>6—Seventh Division</b>		
<b>1—DIVISION OFFICE</b>		
Division Engineer (Exempt).....	1	7,000
Senior Assistant Division Engineer (12th Grade).....	1	4,200
Assistant Engineer (9th Grade).....	1	1,801
Junior Engineer (8th Grade).....	1	1,501
Junior Engineer (7th Grade).....	1	1,201
Stenographer (6th Grade).....	1	1,050
Stenographer (5th Grade).....	1	900
Junior Clerk (3rd Grade).....	1	600
Pages (1st Grade) @ \$360.....	2	720
Draftsman (7th Grade).....	1	1,201



TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>PUBLIC SERVICE COMMISSION FOR THE FIRST DISTRICT</b>		
<b>8—Engineering Department</b>		
<b>2—ENGINEER OF SUBWAY CONSTRUCTION</b>		
<b>6—Seventh Division—Continued</b>		
<b>2—SURVEY SQUAD</b>		
Junior Engineers (8th Grade) @ \$1,501.....	2	\$3,002
Junior Assistants (6th Grade) @ \$901.....	2	1,802
<b>3—SUBDIVISION I</b>		
<b>1—SUB-OFFICE</b>		
Assistant Division Engineer (12th Grade).....	1	3,750
Stenographer (6th Grade).....	1	1,050
Stenographers (5th Grade) @ \$900.....	2	1,800
<b>2—FIRST SECTION</b>		
Junior Engineers (8th Grade) @ \$1,501.....	3	4,503
Junior Assistants (6th Grade) @ \$901.....	2	1,802
<b>3—SECOND SECTION</b>		
Junior Engineers (8th Grade) @ \$1,501.....	3	4,503
Junior Engineers (7th Grade) @ \$1,201.....	3	3,603
Junior Assistant (6th Grade).....	1	960
Junior Assistant (6th Grade) @ \$901.....	2	1,802
<b>4—THIRD SECTION</b>		
Assistant Engineer (9th Grade).....	1	1,801
Junior Engineers (8th Grade) @ \$1,501.....	3	4,503
Junior Engineer (7th Grade).....	1	1,350
Junior Assistants (6th Grade) @ \$1,050.....	2	2,100
Junior Assistants (6th Grade) @ \$901.....	4	3,604
Inspector of Masonry (7th Grade).....	1	1,350
<b>5—FOURTH SECTION</b>		
Assistant Engineer (10th Grade).....	1	2,400
Junior Engineer (8th Grade).....	1	1,800
Junior Engineers (8th Grade) @ \$1,501.....	3	4,503
Junior Engineer (7th Grade).....	1	1,201
Junior Assistant (6th Grade).....	1	1,200
Junior Assistant (6th Grade).....	1	1,050
Junior Assistants (6th Grade) @ \$901.....	4	3,604
Draftsman (7th Grade).....	1	1,350
Inspectors of Masonry (7th Grade) @ \$1,350.....	2	2,700

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>PUBLIC SERVICE COMMISSION FOR THE FIRST DISTRICT</b>		
<b>8—Engineering Department</b>		
<b>2—ENGINEER OF SUBWAY CONSTRUCTION</b>		
<b>6—Seventh Division — Continued</b>		
<b>4—SUBDIVISION II</b>		
<b>1—SUB-OFFICE</b>		
Assistant Division Engineer (12th Grade).....	1	\$3,750
Junior Engineer (8th Grade).....	1	1,501
Stenographer (6th Grade).....	1	1,050
Stenographer (5th Grade) @ \$900.....	3	2,700
Pages (1st Grade) @ \$360.....	2	720
<b>2—FIRST SECTION</b>		
Assistant Engineer (9th Grade).....	1	1,950
Junior Engineer (8th Grade).....	1	1,650
Junior Engineer (8th Grade).....	1	1,501
Junior Engineers (7th Grade) @ \$1,201.....	4	4,804
Junior Assistants (6th Grade) @ \$1,050.....	2	2,100
Junior Assistants (6th Grade) @ \$901.....	6	5,406
Inspectors of Masonry (7th Grade) @ \$1,350.....	2	2,700
Inspector of Masonry (8th Grade).....	1	1,650
<b>3—SECOND SECTION</b>		
Assistant Engineer (9th Grade).....	1	2,100
Junior Engineers (7th Grade) @ \$1,500.....	2	3,000
Junior Engineer (7th Grade).....	1	1,201
Junior Assistant (6th Grade).....	1	1,200
Junior Assistants (6th Grade) @ \$901.....	6	5,406
Inspectors of Masonry (7th Grade) @ \$1,350.....	2	2,700
<b>4—THIRD SECTION</b>		
Assistant Engineer (9th Grade).....	1	1,950
Junior Engineer (7th Grade).....	1	1,500
Junior Engineer (7th Grade).....	1	1,350
Junior Engineers (7th Grade) @ \$1,201.....	2	2,402
Junior Assistant (6th Grade).....	1	1,200
Junior Assistant (6th Grade).....	1	1,050
Junior Assistants (6th Grade) @ \$901.....	4	3,604
Inspectors of Masonry (7th Grade) @ \$1,350.....	5	6,750
<b>5—FOURTH SECTION</b>		
Assistant Engineer (9th Grade).....	1	1,950
Junior Engineer (8th Grade).....	1	1,650



TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>PUBLIC SERVICE COMMISSION FOR THE FIRST DISTRICT</b>		
<b>8—Engineering Department</b>		
<b>2—ENGINEER OF SUBWAY CONSTRUCTION</b>		
<b>6—Seventh Division</b>		
<b>4—SUBDIVISION II</b>		
<b>5—FOURTH SECTION — Continued</b>		
Junior Engineer (8th Grade).....	1	\$1,501
Junior Engineers (7th Grade) @ \$1,201.....	4	4,804
Junior Assistants (6th Grade) @ \$1,050.....	2	2,100
Junior Assistants (6th Grade) @ \$901.....	5	4,505
Inspectors of Masonry (7th Grade) @ \$1,350.....	4	5,400
<b>7—Sewer Division</b>		
<p>This division is under a division engineer, and in addition to a small office force, is divided into three sub-divisions, two of these being under assistant division engineers, the third being under a senior assistant division engineer. One of these sub-divisions prepares drawings and special designs in connection with the construction, re-arrangement and reconstruction of sewers made necessary by the rapid transit work, supplementing and detailing to this extent the designing work done by the Division of Designs. Another division has charge of the field work in connection with the construction and reconstruction of sewers in the upper part of Manhattan and the Borough of the Bronx, while the third sub-division handles similar work in the balance of Manhattan and in the other boroughs. With the exception of the designing sub-division, each sub-division is divided into two sections, each under an assistant engineer, who has under him two survey and construction parties, with a varying number of inspectors.</p>		
<b>1—DIVISION OFFICE</b>		
Division Engineer (Exempt).....	1	6,500
Assistant Division Engineer (12th Grade).....	1	3,750
Assistant Division Engineer (11th Grade).....	1	2,700
Assistant Engineer (10th Grade).....	1	2,400
Assistant Engineer (9th Grade).....	1	1,950
Junior Engineers (8th Grade) @ \$1,650.....	2	3,300
Junior Engineers (8th Grade) @ \$1,501.....	5	7,505
Junior Engineer (7th Grade).....	1	1,350
Junior Engineer (7th Grade).....	1	1,201
Junior Assistant (6th Grade).....	1	1,200
Junior Assistants (6th Grade) @ \$1,050.....	3	3,150

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>PUBLIC SERVICE COMMISSION FOR THE FIRST DISTRICT</b>		
<b>8—Engineering Department</b>		
<b>2—ENGINEER OF SUBWAY CONSTRUCTION</b>		
<b>7—Sewer Division</b>		
<b>1—DIVISION OFFICE—Continued</b>		
Junior Assistants (6th Grade) @ \$901.....	10	\$9,010
Draftsman (8th Grade).....	1	1,800
Draftsman (8th Grade).....	1	1,650
Draftsmen (8th Grade) @ \$1,501.....	3	4,503
Draftsmen (7th Grade) @ \$1,201.....	4	4,804
Stenographer (6th Grade).....	1	1,050
Stenographers (5th Grade) @ \$900.....	2	1,800
Pages (1st Grade) @ \$360.....	3	1,080
<b>2—SUBDIVISION I</b>		
<b>1—SUB-OFFICE</b>		
Assistant Division Engineer (12th Grade).....	1	3,750
Junior Engineer (7th Grade).....	1	1,350
Junior Engineer (7th Grade).....	1	1,201
Junior Assistant (6th Grade).....	1	1,200
Junior Assistant (6th Grade).....	1	1,050
Junior Assistants (6th Grade) @ \$901.....	5	4,505
Inspector of Masonry (7th Grade).....	1	1,500
Inspector of Masonry (7th Grade).....	1	1,350
<b>2—FIRST SECTION</b>		
Assistant Engineer (9th Grade).....	1	2,100
Junior Engineer (8th Grade).....	1	1,650
Junior Engineer (8th Grade).....	1	1,501
Junior Engineer (7th Grade).....	1	1,201
Junior Assistants (6th Grade) @ \$1,050.....	2	2,100
Junior Assistants (6th Grade) @ \$901.....	8	7,208
Inspector of Masonry (8th Grade).....	1	1,650
Inspector of Masonry (7th Grade) @ \$1,350.....	3	4,050
Stenographer (5th Grade).....	1	900
<b>3—SECOND SECTION</b>		
Assistant Engineer (9th Grade).....	1	1,950
Junior Engineer (7th Grade).....	1	1,201
Junior Assistants (6th Grade) @ \$1,050.....	2	2,100
Junior Assistants (6th Grade) @ \$901.....	2	1,802
Inspectors of Masonry (7th Grade) @ \$1,350.....	2	2,700

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>PUBLIC SERVICE COMMISSION FOR THE FIRST DISTRICT</b>		
<b>8—Engineering Department</b>		
<b>2—ENGINEER OF SUBWAY CONSTRUCTION</b>		
<i>7—Sewer Division—Continued</i>		
<b>3—SUBDIVISION II</b>		
<b>1—SUB-OFFICE</b>		
Senior Assistant Division Engineer (12th Grade).....	1	\$3,300
Junior Assistant (6th Grade).....	1	1,200
Junior Assistants (6th Grade) @ \$901.....	3	2,703
Inspector of Masonry (8th Grade).....	1	1,650
Inspector of Masonry (7th Grade).....	1	1,350
Janitor.....	1	144
<b>2—FIRST SECTION</b>		
Assistant Engineer (9th Grade).....	1	2,100
Junior Engineer (8th Grade).....	1	1,800
Junior Engineers (7th Grade) @ \$1,201.....	2	2,402
Junior Assistant (6th Grade).....	1	1,200
Junior Assistant (6th Grade).....	1	1,080
Junior Assistants (6th Grade) @ \$1,050.....	2	2,100
Junior Assistants (6th Grade) @ \$901.....	4	3,604
Inspectors of Masonry (7th Grade) @ \$1,350.....	3	4,050
<b>3—SECOND SECTION</b>		
Assistant Engineer (9th Grade).....	1	1,950
Junior Assistants (6th Grade) @ \$901.....	5	4,505
Inspectors of Masonry (7th Grade) @ \$1,350.....	3	4,050
<b>8—Division of Material Inspection</b>		
<p>This division is charged with the inspection of materials intended for use on the construction, reconstruction and extension of subway and elevated lines, and is under a general inspector of materials. Besides the necessary clerical force, there are attached to the general office inspectors of steel who look after the inspection and testing of steel rails, beams, girders, etc., manufactured in the vicinity of New York.</p>		
<b>1—GENERAL OFFICE</b>		
General Inspector (Exempt).....	1	4,500
Railway Engineer (11th Grade).....	1	2,700
Junior Engineers (8th Grade) @ \$1,501.....	2	3,002
Junior Engineers (7th Grade) @ \$1,350.....	2	2,700



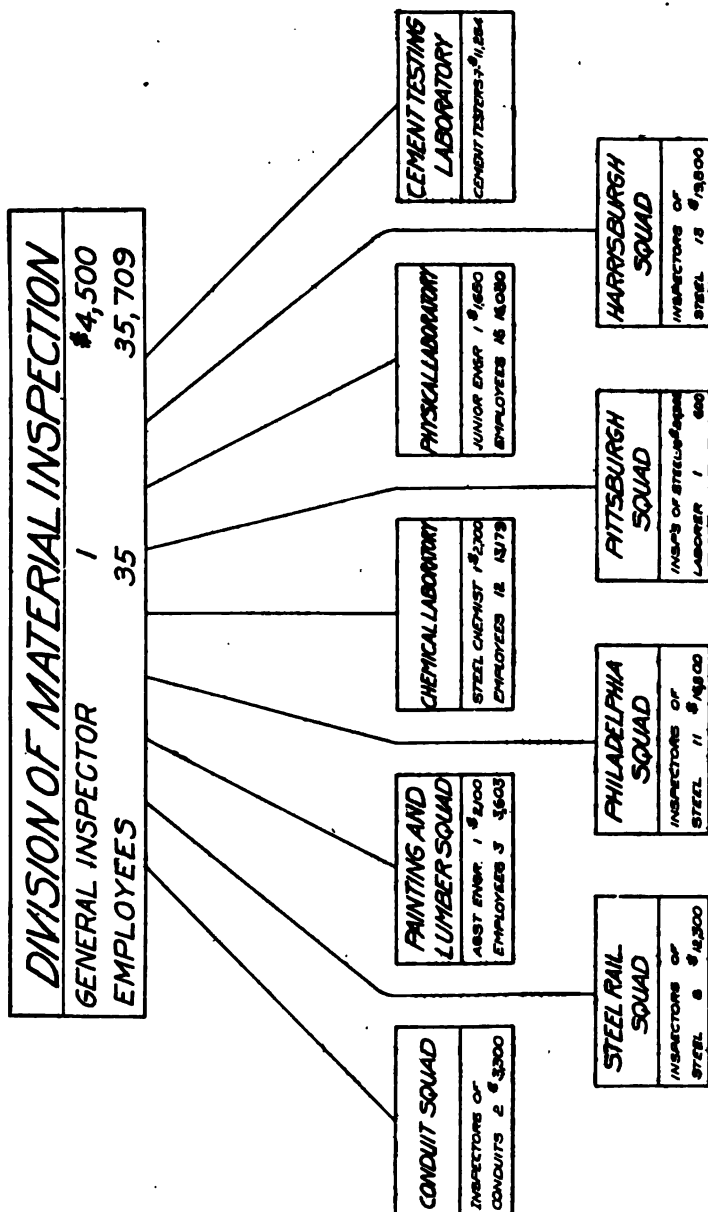
TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>PUBLIC SERVICE COMMISSION FOR THE FIRST DISTRICT</b>		
<b>8—Engineering Department</b>		
<b>2—ENGINEER OF SUBWAY CONSTRUCTION</b>		
<b>8—Division of Material Inspection</b>		
<b>1—GENERAL OFFICE—Continued</b>		
Junior Engineers (7th Grade) @ \$1,201.....	2	\$2,402
Junior Assistants (6th Grade) @ \$901.....	3	2,703
Draftsman (8th Grade).....	1	1,501
Inspectors of Steel (8th Grade) @ \$1,800.....	2	3,600
Inspector of Steel (8th Grade).....	1	1,501
Inspectors of Steel (7th Grade) @ \$1,500.....	4	6,000
Stenographers (6th Grade) @ \$1,050.....	2	2,100
Stenographers (5th Grade) @ \$900.....	3	2,700
Junior Clerk (3rd Grade).....	1	600
Junior Clerks (2nd Grade) @ \$480.....	2	960
Pages (1st Grade) @ \$460.....	9	3,240
<b>2—CONDUIT SQUAD</b>		
Inspection at the point of manufacture of all cement and clay conduits, including necessary physical tests.		
Inspector of Conduits (8th Grade).....	1	1,800
Inspector of Conduits (7th Grade).....	1	1,500
<b>3—PAINTING AND LUMBER SQUAD</b>		
Supervision of new structures, and assisting in preparation of painting specifications; supervision of station decoration, including tiling, illuminating signs, etc.; inspection of lumber and timber.		
Assistant Engineer (9th Grade).....	1	2,100
Inspectors of Painting (7th Grade) @ \$1,201.....	2	2,402
Junior Engineer (7th Grade).....	1	1,201
<b>4—CHEMICAL LABORATORY</b>		
Testing and analysis of paints, tars, oils and other like material.		
Steel Chemist (11th Grade).....	1	2,700
Assistant Chemist (7th Grade).....	1	1,350
Assistant Chemists (7th Grade) @ \$1,201.....	9	10,809
Stenographer (5th Grade).....	1	900
Janitor.....	1	120

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>PUBLIC SERVICE COMMISSION FOR THE FIRST DISTRICT</b>		
<b>8—Engineering Department</b>		
<b>2—ENGINEER OF SUBWAY CONSTRUCTION</b>		
<b>8—Division of Material Inspection—Continued</b>		
<b>5—PHYSICAL LABORATORY</b>		
Testing and analysis of steel and other like materials.		
Junior Engineer (8th Grade).....	1	\$1,650
Junior Engineers (8th Grade) @ \$1,501.....	2	3,002
Junior Engineer (7th Grade).....	1	1,350
Junior Engineers (7th Grade) @ \$1,201.....	3	3,603
Junior Assistant (6th Grade).....	1	1,050
Junior Assistants (6th Grade) @ \$901.....	5	4,505
Gas Meter Tester.....	1	1,080
Laborers @ \$720.....	2	1,440
<b>6—CEMENT TESTING LABORATORY</b>		
Testing of cement.		
Cement Tester (11th Grade).....	1	2,700
Cement Tester (8th Grade).....	1	1,800
Cement Tester (8th Grade).....	1	1,650
Cement Tester (8th Grade).....	1	1,501
Cement Testers (7th Grade) @ \$1,201.....	3	3,603
<b>7—STEEL RAIL SQUAD</b>		
Inspection and testing of the manufacture and fabrication of steel rails and special track work.		
Inspector of Steel (8th Grade).....	1	1,800
Inspectors of Steel (7th Grade) @ \$1,500.....	7	10,500
<b>8—PHILADELPHIA SQUAD</b>		
Inspection and testing of steel and iron at the mills, foundries and shops located in Philadelphia and vicinity.		
Inspectors of Steel (8th Grade) @ \$1,650.....	2	3,300
Inspectors of Steel (7th Grade) @ \$1,500.....	9	13,500
<b>9—PITTSBURGH SQUAD</b>		
Inspection and testing of steel and iron at the mills, foundries and shops located in Pittsburgh and vicinity.		
Inspector of Steel (8th Grade).....	1	1,800
Inspectors of Steel (7th Grade) @ \$1,500.....	15	22,500
Laborer.....	1	600

EF8

PREPARED BY  
NEW YORK STATE DEPARTMENT OF EFFICIENCY AND ECONOMY  
AND  
NEW YORK BUREAU OF FINANCIAL RESEARCH  
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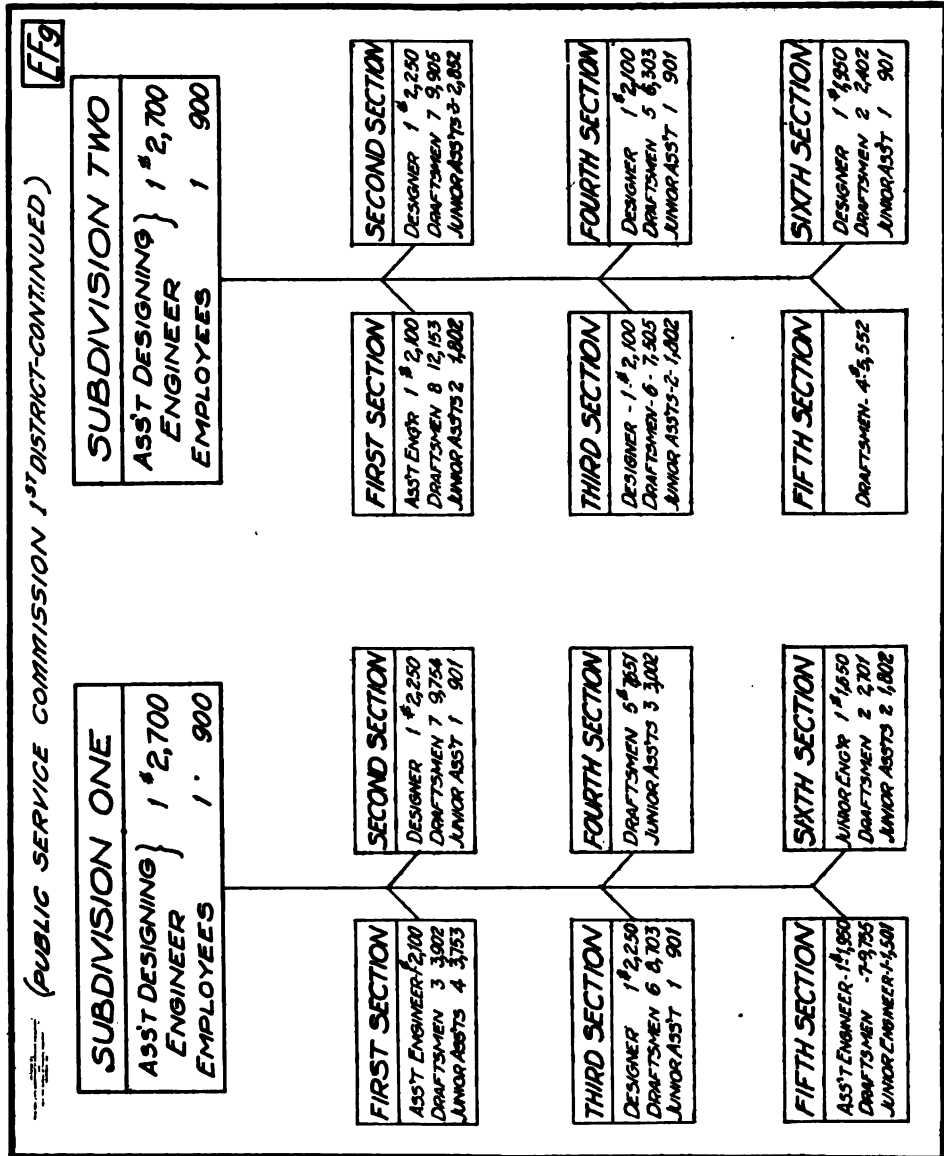
(PUBLIC SERVICE COMMISSION - 1<sup>ST</sup> DIST. CONTINUED)



TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>PUBLIC SERVICE COMMISSION FOR THE FIRST DISTRICT</b>		
<b>8—Engineering Department</b>		
<b>2—ENGINEER OF SUBWAY CONSTRUCTION</b>		
8—Division of Material Inspection— <i>Continued</i>		
10—HARRISBURG SQUAD		
Inspection and testing of steel and iron at the mills, foundries and shops located in Harrisburg and vicinity.		
Inspectors of Steel (8th Grade) @ \$1,650.....	2	\$3,300
Inspectors of Steel (7th Grade) @ \$1,500.....	11	16,500
<b>3—DEPUTY ENGINEER OF SUBWAY CONSTRUCTION</b>		
Supervision of the administrative organization, statistical and cost accounting matters incident to construction, including the preparation of estimates, designing and engineering work other than actual construction.		
1—Executive		
Deputy Engineer of Subway Construction (Exempt).....	1	8,000
Assistant Engineer (10th Grade).....	1	2,400
Assistant Chief Clerk (8th Grade).....	1	1,650
2—Determination Squad		
Preparation of cost and other data showing the distribution of the costs of construction and equipment of the new rapid transit lines as between the various operating companies and the city.		
Railway Engineer (10th Grade).....	1	2,400
Junior Railway Engineers (6th Grade) @ \$1,080.....	5	5,400
Junior Accountant (7th Grade).....	1	1,201
Stenographer (5th Grade).....	1	900
Page (1st Grade).....	1	360
3—Track Division		
Preparation of plans, specifications and estimates; the supervision of the installation of all special track work required on the new subways, including switches, turn-outs, crossovers, and special work other than straight work.		
(Bureau Chief) S. P. V. O. (9th Grade).....	1	2,100
Junior Railway Engineer (8th Grade).....	1	1,650
Junior Accountants (7th Grade) @ \$1,201.....	2	2,402
Junior Engineer (8th Grade).....	1	1,501

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>PUBLIC SERVICE COMMISSION FOR THE FIRST DISTRICT</b>		
<b>8—Engineering Department</b>		
<b>3—DEPUTY ENGINEER OF SUBWAY CONSTRUCTION</b>		
<b>3—Track Division—Continued</b>		
Junior Assistant (6th Grade).....	1	\$1,050
Junior Assistants (6th Grade) @ \$901.....	8	7,208
Junior Assistant (5th Grade).....	1	721
Inspector of Special Track Work Installation (8th Grade)....	1	1,501
Draftsmen (8th Grade) @ \$1,501.....	9	13,509
Draftsman (7th Grade).....	1	1,350
Draftsmen (7th Grade) @ \$1,201.....	6	7,206
Stenographers (5th Grade) @ \$900.....	2	1,800
Page (1st Grade).....	1	360
<b>4—Estimates Division</b>		
Collating and compilation of data as to costs of construction and equipment of new subway lines and of extensions of existing rapid transit facilities.		
Assistant Division Engineer (12th Grade).....	1	3,300
Junior Engineer (7th Grade).....	1	1,350
Junior Assistants (6th Grade) @ \$901.....	3	2,703
Draftsman (8th Grade).....	1	1,800
Draftsman (7th Grade).....	1	1,500
Draftsman (7th Grade).....	1	1,350
Junior Accountants (7th Grade) @ \$1,201.....	6	7,206
Stenographer (6th Grade).....	1	1,050
Stenographer (5th Grade).....	1	900
Junior Clerk (3rd Grade).....	1	600
Junior Clerk (2nd Grade).....	1	480
Pages (1st Grade) @ \$360.....	4	1,440
<b>5—Division of Subsurface Structures</b>		
Supervision of construction, rearrangement and reconstruction of subsurface structures, such as steam mains, gas pipes, electric and telephone conduits, found necessary in connection with the construction of new rapid transit subways, including the making of the necessary surveys and inspections and the preparation of the necessary plans and specifications.		
Engineer of Subsurface Structures (12th Grade).....	1	4,500
Assistant Engineers (10th Grade) @ \$2,400.....	2	4,800
Assistant Engineers (9th Grade) @ \$2,100.....	2	4,200
Assistant Engineers (9th Grade) @ \$1,950.....	2	3,900
Junior Engineer (8th Grade).....	1	1,800
Junior Engineers (8th Grade) @ \$1,501.....	3	4,503

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>PUBLIC SERVICE COMMISSION FOR THE FIRST DISTRICT</b>		
<b>8—Engineering Department</b>		
<b>3—DEPUTY ENGINEER OF SUBWAY CONSTRUCTION</b>		
<b>5—Division of Subsurface Structures—Continued</b>		
Junior Engineers (7th Grade) @ \$1,201.....	11	\$13,211
Junior Assistants (6th Grade) @ \$1,050.....	2	2,100
Junior Assistants (6th Grade) @ \$901.....	27	24,327
Draftsman (8th Grade).....	1	1,650
Draftsman (7th Grade).....	1	1,201
Stenographer (6th Grade).....	1	1,050
Stenographers (5th Grade) @ \$900.....	2	1,800
Junior Clerk (2nd Grade).....	1	480
Pages (1st Grade) @ \$360.....	2	720
<b>6—Division of Designs</b>		
<p>Preparation of plans in connection with the construction or proposed construction of new rapid transit facilities, including all branches of design; this division being divided into seven sub-divisions. The first of these sub-divisions is under an assistant designing engineer, and is still further divided into six sections. The second sub-division is under an assistant designing engineer and is likewise divided into six sections. The third sub-division is under a designing engineer and is divided into five sections. The fourth sub-division is under a designing engineer and is divided into six sections. The fifth sub-division is under a designing engineer and is divided into five sections. The sixth sub-division has mainly to do with architectural design and is under a designing architect, who, in addition to a senior assistant designing architect and an assistant designing architect, is in charge of four sections. The seventh sub-division is under a designing engineer and is divided into four sections.</p>		
<b>1—DIVISION OFFICE</b>		
Principal Assistant Engineer (Exempt).....	1	7,000
Designing Engineer (12th Grade).....	1	4,200
Designing Engineer (12th Grade).....	1	3,750
Designer (10th Grade).....	1	2,250
Junior Assistant (6th Grade).....	1	1,200
Draftsman (8th Grade).....	1	1,800
Inspector of Masonry (8th Grade).....	1	1,650
Stenographer (8th Grade).....	1	1,650
Stenographer (6th Grade).....	1	1,200
Stenographer (5th Grade).....	1	900
Clerk (4th Grade).....	1	660
Junior Clerk (2nd Grade) @ \$480.....	2	960
Page (1st Grade) @ \$360.....	3	1,080



TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>PUBLIC SERVICE COMMISSION FOR THE FIRST DISTRICT</b>		
<b>8—Engineering Department</b>		
<b>3—DEPUTY ENGINEER OF SUBWAY CONSTRUCTION</b>		
<b>6—Division of Designs—Continued</b>		
<b>2—SUBDIVISION I</b>		
<b>1—SUB-OFFICE</b>		
Assistant Designing Engineer (11th Grade).....	1	\$2,700
Stenographer (5th Grade).....	1	900
<b>2—FIRST SECTION</b>		
Assistant Engineer (9th Grade).....	1	2,100
Draftsman (7th Grade).....	1	1,500
Draftsman (7th Grade) @ \$1,201.....	2	2,402
Junior Assistant (6th Grade).....	1	1,050
Junior Assistant (6th Grade) @ \$901.....	3	2,703
<b>3—SECOND SECTION</b>		
Designer (10th Grade).....	1	2,250
Draftsman (8th Grade).....	1	1,800
Draftsman (8th Grade).....	1	1,650
Draftsman (7th Grade).....	1	1,500
Draftsman (7th Grade) @ \$1,201.....	4	4,804
Junior Assistant (6th Grade).....	1	901
<b>4—THIRD SECTION</b>		
Designer (10th Grade).....	1	2,250
Draftsman (8th Grade).....	1	1,800
Draftsman (8th Grade).....	1	1,650
Draftsman (8th Grade).....	1	1,501
Draftsman (7th Grade).....	1	1,350
Draftsman (7th Grade) @ \$1,201.....	2	2,402
Junior Assistant (6th Grade).....	1	901
<b>5—FOURTH SECTION</b>		
Draftsman (8th Grade).....	1	1,800
Draftsman (8th Grade) @ \$1,650.....	2	3,300
Draftsman (7th Grade).....	1	1,350
Draftsman (7th Grade).....	1	1,201
Junior Assistant (6th Grade).....	1	1,200
Junior Assistants (6th Grade) @ \$901.....	2	1,802
<b>6—FIFTH SECTION</b>		
Assistant Engineer (9th Grade).....	1	1,950
Draftsman (8th Grade).....	1	1,800



TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>PUBLIC SERVICE COMMISSION FOR THE FIRST DISTRICT</b>		
<b>8—Engineering Department</b>		
<b>3—DEPUTY ENGINEER OF SUBWAY CONSTRUCTION</b>		
<b>6—Division of Designs</b>		
<b>2—SUBDIVISION I</b>		
<i>2—FIFTH SECTION—Continued</i>		
Draftsman (8th Grade).....	1	\$1,650
Draftsman (8th Grade).....	1	1,501
Draftsman (7th Grade) @ \$1,201.....	4	4,804
Junior Engineer (8th Grade).....	1	1,501
<i>7—SIXTH SECTION</i>		
Junior Engineer (8th Grade).....	1	1,650
Junior Assistant (6th Grade) @ \$901.....	2	1,802
Draftsman (7th Grade).....	1	1,500
Draftsman (7th Grade).....	1	1,201
<b>3—SUBDIVISION II</b>		
<i>1—SUB-OFFICE</i>		
Assistant Designing Engineer (11th Grade).....	1	2,700
Stenographer (5th Grade).....	1	900
<i>2—FIRST SECTION</i>		
Assistant Engineer (9th Grade).....	1	2,100
Draftsman (8th Grade) @ \$1,800.....	2	3,600
Draftsman (8th Grade) @ \$1,650.....	2	3,300
Draftsman (8th Grade).....	1	1,501
Draftsman (7th Grade).....	1	1,350
Draftsman (7th Grade) @ \$1,201.....	2	2,402
Junior Assistant (6th Grade) @ \$901.....	2	1,802
<i>3—SECOND SECTION</i>		
Designer (10th Grade).....	1	2,250
Draftsman (8th Grade) @ \$1,800.....	2	3,600
Draftsman (8th Grade).....	1	1,501
Draftsman (7th Grade) @ \$1,201.....	4	4,804
Junior Assistant (6th Grade).....	1	1,050
Junior Assistant (6th Grade) @ \$901.....	2	1,802
<i>4—THIRD SECTION</i>		
Designer (9th Grade).....	1	2,100
Draftsman (7th Grade).....	1	1,500
Draftsman (7th Grade) @ \$1,201.....	5	6,005
Junior Assistant (6th Grade) @ \$901.....	2	1,802

# ORGANIZATION AND FUNCTIONS

207

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>PUBLIC SERVICE COMMISSION FOR THE FIRST DISTRICT</b>		
<b>8—Engineering Department</b>		
<b>3—DEPUTY ENGINEER OF SUBWAY CONSTRUCTION</b>		
<b>6—Division of Designs</b>		
<b>3—SUBDIVISION II—Continued</b>		
<b>5—FOURTH SECTION</b>		
Designer (9th Grade).....	1	\$2,100
Draftsman (7th Grade) @ \$1,350.....	2	2,700
Draftsman (7th Grade) @ \$1,201.....	3	3,603
Junior Assistant (6th Grade).....	1	901
<b>6—FIFTH SECTION</b>		
Draftsman (8th Grade).....	1	1,800
Draftsman (7th Grade).....	1	1,350
Draftsman (7th Grade) @ \$1,201.....	2	2,402
<b>7—SIXTH SECTION</b>		
Designer (9th Grade).....	1	1,950
Draftsman (7th Grade) @ \$1,201.....	2	2,402
Junior Assistant (6th Grade).....	1	901
<b>4—SUBDIVISION III</b>		
<b>1—SUB-OFFICE</b>		
Designing Engineer (12th Grade).....	1	3,750
Stenographer (5th Grade).....	1	900
<b>2—FIRST SECTION</b>		
Assistant Designing Engineer (11th Grade).....	1	2,700
Draftsman (8th Grade).....	1	1,800
Draftsman (8th Grade) @ \$1,501.....	2	3,002
Draftsman (7th Grade) @ \$1,500.....	2	3,000
Draftsman (7th Grade) @ \$1,201.....	5	6,005
Junior Assistant (6th Grade) @ \$901.....	2	1,802
<b>3—SECOND SECTION</b>		
Designer (9th Grade).....	1	2,100
Draftsman (8th Grade).....	1	1,800
Draftsman (8th Grade).....	1	1,501
Draftsman (7th Grade) @ \$1,201.....	4	4,804
Junior Assistant (6th Grade).....	1	1,200
Junior Assistants (6th Grade) @ \$901.....	2	1,802

# STATE OF NEW YORK

**FOURTH SECTION**  
 ASST. ENGINEER 1-2100  
 JUNIOR ENGINEER 1-1800  
 DRAFTSMEN 5-6734  
 JUNIOR ASSISTANTS 2-1802

**SIXTH SECTION**  
 DRAFTSMEN 7-5725  
 JUNIOR ASSISTANTS 2-1802

**THIRD SECTION**  
 DESIGNER 1-2100  
 DRAFTSMEN 6-7805  
 JUNIOR ASSISTANT 1-901

**FIFTH SECTION**  
 DESIGNER 1-2100  
 DRAFTSMEN 3-3901  
 JUNIOR ASSISTANTS 2-1802

**FOURTH SECTION**  
 DESIGNER 1-2100  
 DRAFTSMEN 6-8704  
 JUNIOR ASSISTANT 1-901

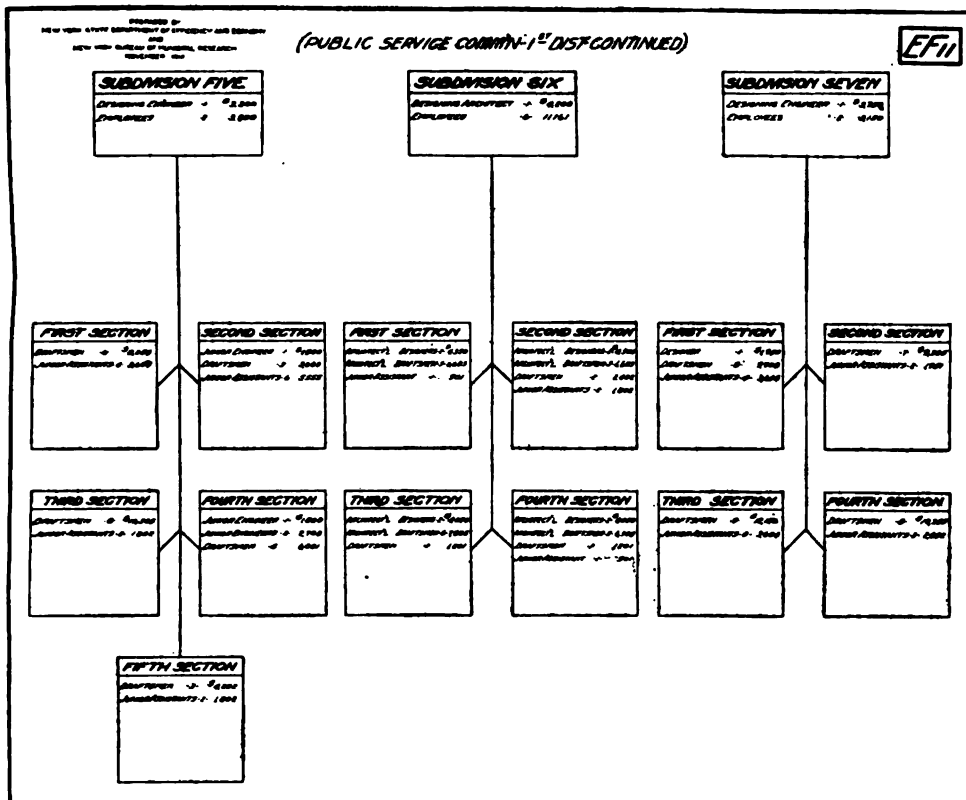
**FIFTH SECTION**  
 ASST. DRAWING ENGINEER 1-2100  
 DRAFTSMEN 4-5702  
 JUNIOR ASSISTANTS 2-1802

**THIRD SECTION**  
 DESIGNER 1-2100  
 DRAFTSMEN 6-7805  
 JUNIOR ASSISTANT 1-901

**FIFTH SECTION**  
 ASST. DRAWING ENGINEER 1-2100  
 DRAFTSMEN 4-5702  
 JUNIOR ASSISTANTS 2-1802

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>PUBLIC SERVICE COMMISSION FOR THE FIRST DISTRICT</b>		
<b>8—Engineering Department</b>		
<b>3—DEPUTY ENGINEER OF SUBWAY CONSTRUCTION</b>		
<b>6—Division of Designs</b>		
<b>4—SUBDIVISION III—Continued</b>		
<b>4—THIRD SECTION</b>		
Designer (10th Grade).....	1	\$2,250
Draftsman (8th Grade).....	1	1,800
Draftsman (7th Grade) @ \$1,201.....	5	6,005
Junior Draftsman (6th Grade).....	1	901
<b>5—FOURTH SECTION</b>		
Designer (9th Grade).....	1	2,100
Draftsman (8th Grade).....	1	1,800
Draftsman (8th Grade) @ \$1,501.....	2	3,002
Draftsman (7th Grade).....	1	1,500
Draftsman (7th Grade) @ \$1,201.....	2	2,402
Junior Assistant (6th Grade).....	1	901
<b>6—FIFTH SECTION</b>		
Assistant Designing Engineer (11th Grade).....	1	2,700
Draftsman (8th Grade).....	1	1,800
Draftsman (7th Grade).....	1	1,500
Draftsman (7th Grade) @ \$1,201.....	2	2,402
Junior Assistant (6th Grade) @ \$901.....	2	1,802
<b>5—SUBDIVISION IV</b>		
<b>1—SUB-OFFICE</b>		
Designing Engineer (12th Grade).....	1	3,750
Assistant Designing Engineer (11th Grade).....	1	2,700
Stenographer (6th Grade).....	1	1,200
Page (1st Grade).....	1	360
<b>2—FIRST SECTION</b>		
Designer (10th Grade).....	1	2,250
Draftsman (8th Grade).....	1	1,650
Draftsman (8th Grade).....	1	1,501
Draftsman (7th Grade).....	1	1,500
Draftsman (7th Grade).....	1	1,350
Draftsman (7th Grade) @ \$1,201.....	4	4,804
Junior Assistant (6th Grade) @ \$901.....	2	1,802

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>PUBLIC SERVICE COMMISSION FOR THE FIRST DISTRICT</b>		
<b>8—Engineering Department</b>		
<b>3—DEPUTY ENGINEER OF SUBWAY CONSTRUCTION</b>		
<b>6—Division of Designs</b>		
<b>5—SUBDIVISION IV—Continued</b>		
<b>3—SECOND SECTION</b>		
Designer (10th Grade).....	1	\$2,100
Draftsman (8th Grade).....	1	1,501
Draftsman (7th Grade) @ \$1,201.....	3	3,603
Junior Assistant (6th Grade) @ \$901.....	3	2,703
<b>4—THIRD SECTION</b>		
Designer (9th Grade).....	1	2,100
Draftsman (8th Grade).....	1	1,800
Draftsman (7th Grade) @ \$1,201.....	4	4,804
Architectural Draftsman (7th Grade).....	1	1,201
Junior Assistant (6th Grade).....	1	901
<b>5—FOURTH SECTION</b>		
Assistant Engineer (9th Grade).....	1	2,100
Junior Engineer (8th Grade).....	1	1,800
Draftsman (8th Grade).....	1	1,650
Draftsman (8th Grade).....	1	1,501
Draftsman (7th Grade) @ \$1,201.....	3	3,603
Junior Assistants (6th Grade) @ \$901.....	2	1,802
<b>6—FIFTH SECTION</b>		
Designer (9th Grade).....	1	2,100
Draftsman (7th Grade) @ \$1,350.....	2	2,700
Draftsman (7th Grade).....	1	1,201
Junior Assistant (6th Grade) @ \$901.....	2	1,802
<b>7—SIXTH SECTION</b>		
Draftsman (8th Grade).....	1	1,800
Draftsman (8th Grade).....	1	1,650
Draftsman (7th Grade) @ \$1,350.....	2	2,700
Draftsman (7th Grade) @ \$1,201.....	3	3,603
Junior Assistant (6th Grade) @ \$901.....	2	1,802
<b>6—SUBDIVISION V</b>		
<b>1—SUB-OFFICE</b>		
Designing Engineer (12th Grade).....	1	3,300
Draftsman (8th Grade).....	1	1,800
Stenographer (6th Grade).....	1	1,200



TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>PUBLIC SERVICE COMMISSION FOR THE FIRST DISTRICT</b>		
<b>8—Engineering Department</b>		
<b>3—DEPUTY ENGINEER OF SUBWAY CONSTRUCTION</b>		
<b>6—Division of Designs</b>		
<b>6—SUBDIVISION V—Continued</b>		
<b>2—FIRST SECTION</b>		
Draftsman (8th Grade).....	1	\$1,800
Draftsman (8th Grade).....	1	1,501
Draftsman (7th Grade).....	1	1,350
Draftsman (7th Grade) @ \$1,201.....	3	3,603
Junior Assistants (6th Grade) @ \$901.....	4	3,604
<b>3—SECOND SECTION</b>		
Junior Engineer (8th Grade).....	1	1,800
Draftsman (7th Grade) @ \$1,201.....	3	3,603
Junior Assistant (6th Grade).....	1	1,050
Junior Assistant (6th Grade) @ \$901.....	5	4,505
<b>4—THIRD SECTION</b>		
Draftsman (8th Grade).....	1	1,650
Draftsman (7th Grade).....	1	1,350
Draftsman (7th Grade) @ \$1,201.....	5	6,005
Architectural Draftsman (7th Grade).....	1	1,500
Junior Assistant (6th Grade) @ \$901.....	2	1,802
<b>5—FOURTH SECTION</b>		
Junior Engineer (8th Grade).....	1	1,800
Junior Assistants (6th Grade) @ \$901.....	3	2,703
Draftsman (8th Grade).....	1	1,800
Draftsman (8th Grade).....	1	1,650
Draftsman (7th Grade).....	1	1,201
Architectural Draftsman (7th Grade).....	1	1,350
<b>6—FIFTH SECTION</b>		
Draftsman (8th Grade).....	1	1,800
Draftsman (7th Grade) @ \$1,201.....	2	2,402
Junior Assistant (6th Grade) @ \$901.....	2	1,802
<b>7—SUBDIVISION VI</b>		
<b>1—SUB-OFFICE</b>		
Designing Architect (12th Grade).....	1	4,206
Senior Assistant Designing Architect (12th Grade).....	1	3,600

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>PUBLIC SERVICE COMMISSION FOR THE FIRST DISTRICT</b>		
<b>8—Engineering Department</b>		
<b>3—DEPUTY ENGINEER OF SUBWAY CONSTRUCTION</b>		
<b>6—Division of Designs</b>		
<b>7—SUBDIVISION VI</b>		
<i>1—SUB-OFFICE—Continued</i>		
Assistant Designing Architect (12th Grade).....	1	\$3,600
Architectural Draftsman (8th Grade).....	1	1,800
Junior Assistant (6th Grade).....	1	901
Stenographer (5th Grade).....	1	900
Page (1st Grade).....	1	360
<b>2—FIRST SECTION</b>		
Architectural Designer (10th Grade).....	1	2,400
Architectural Designer (9th Grade).....	1	1,950
Architectural Draftsman (8th Grade).....	1	1,650
Architectural Draftsman (7th Grade).....	1	1,350
Architectural Draftsman (7th Grade) @ \$1,201.....	3	3,603
Junior Assistant (6th Grade).....	1	901
<b>3—SECOND SECTION</b>		
Architectural Designer (10th Grade).....	1	2,400
Architectural Designer (9th Grade).....	1	2,100
Architectural Draftsman (8th Grade).....	1	1,650
Architectural Draftsman (7th Grade).....	1	1,350
Architectural Draftsman (7th Grade) @ \$1,201.....	3	3,603
Draftsman (7th Grade) @ \$1,201.....	2	2,402
Junior Assistant (6th Grade) @ \$901.....	2	1,802
<b>4—THIRD SECTION</b>		
Architectural Designer (9th Grade).....	1	2,100
Architectural Designer (9th Grade).....	1	1,950
Architectural Draftsman (8th Grade).....	1	1,800
Architectural Draftsman (7th Grade) @ \$1,201.....	5	6,005
Draftsman (7th Grade).....	1	1,201
<b>5—FOURTH SECTION</b>		
Architectural Designer (9th Grade).....	1	2,100
Architectural Designer (9th Grade).....	1	1,950
Architectural Draftsman (7th Grade).....	1	1,500
Architectural Draftsman (7th Grade) @ \$1,201.....	4	4,804
Draftsman (7th Grade).....	1	1,201
Junior Assistant (6th Grade).....	1	901



TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>PUBLIC SERVICE COMMISSION FOR THE FIRST DISTRICT</b>		
<b>8—Engineering Department</b>		
<b>3—DEPUTY ENGINEER OF SUBWAY CONSTRUCTION</b>		
<b>6—Division of Designs—Continued</b>		
<b>8—SUBDIVISION VII</b>		
<b>1—SUB-OFFICE</b>		
Designing Engineer (12th Grade).....	1	\$3,750
Designer (11th Grade).....	1	2,250
Stenographer (5th Grade).....	1	900
<b>2—FIRST SECTION</b>		
Designer (9th Grade).....	1	1,950
Draftsman (8th Grade).....	1	1,501
Draftsman (7th Grade) @ \$1,201.....	7	8,407
Junior Assistant (6th Grade) @ \$901.....	4	3,604
<b>3—SECOND SECTION</b>		
Draftsman (8th Grade).....	1	1,800
Draftsman (7th Grade).....	1	1,500
Draftsman (7th Grade) @ \$1,201.....	5	6,005
Junior Assistant (6th Grade).....	1	1,050
Junior Assistant (6th Grade).....	1	901
<b>4—THIRD SECTION</b>		
Draftsman (8th Grade).....	1	1,800
Draftsman (8th Grade).....	1	1,501
Draftsman (7th Grade).....	1	1,500
Draftsman (7th Grade).....	1	1,350
Draftsman (7th Grade) @ \$1,201.....	5	6,005
Junior Assistant (6th Grade) @ \$901.....	4	3,604
<b>5—FOURTH SECTION</b>		
Draftsman (8th Grade).....	1	1,650
Draftsman (7th Grade) @ \$1,350.....	2	2,700
Draftsman (7th Grade) @ \$1,201.....	5	6,005
Junior Assistant (6th Grade).....	1	1,050
Junior Assistant (6th Grade) @ \$901.....	2	1,802

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## PUBLIC SERVICE COMMISSION, SECOND DISTRICT

The Public Service Commissions were established by Chapter 429 of the Laws of 1907 and are charged with the regulation and supervision of all common carriers (other than steam boat lines) gas, electric, steam heating and stock yard corporations, operating within the State, except those operating wholly within the counties comprising Greater New York, as provided for in the Public Service Commissions Law; supervision of the protection, elimination and re-arrangement of grade crossings; issuance of certificates of public convenience and necessity in connection with the construction of new railroads; approval of assignments or transfer of franchises; approval of abandonment of routes, under the Railroad Law; supervision and regulation of telephone and telegraph corporations possessing physical property of a valuation of \$10,000 or over, operating within the State (including Greater New York), as provided for in the Public Service Commissions Law.

The Commission has power to compel attendance of witnesses; regulate the conduct and management of common carriers and transportation corporations; hear and investigate complaints; approve contracts and leases; fix standards of heating value, illuminating power and purity of gas; inspect gas and electric meters; prescribe uniform methods of accounting; regulate the issuance of securities; require special, periodical reports; investigate accidents; take summary proceedings to discontinue violations of law or the orders of the Commission. A counsel, secretary and such experts, inspectors, clerks and other employees as may be necessary are appointed by the Commission.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—Commissioners and Staff .....	12	\$87,200
2—General Administration .....	45	61,718
3—Legal Department .....	2	11,080
4—Division of Statistics and Accounts .....	16	26,220
5—Division of Capitalization .....	17	30,650
6—Division of Tariffs .....	8	13,880
7—Division of Light, Heat and Power .....	21	30,308
8—Division of Engineering and Inspection .....	21	50,460
9—Division of Telephones and Telegraphs .....	10	18,980
10—Special Telephone Investigation .....	*18	*58,800
Total on annual pay-roll basis .....	170	\$389,296

\* The force assigned to special telephone investigation (eighteen on December 1, 1914) is employed temporarily for an estimated period of six months and paid from special appropriation.

DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>PUBLIC SERVICE COMMISSION FOR THE SECOND DISTRICT</b>		
1—Commissioners and Staff .....	12	\$87,200
2—General Administration		
1—EXECUTIVE OFFICE .....	6	19,300
2—GENERAL CLERICAL FORCE .....	17	16,920
3—STENOGRAPHIC FORCE .....	10	10,020
4—PUBLICATION AND COMPILATION .....	2	3,480
5—SUPPLIES AND PURCHASING .....	2	2,580
6—HEARING AND PUBLICITY .....	1	2,500
7—TRAFFIC CONTRACTS .....	1	2,500
8—JANITOR SERVICE .....	5	2,918
9—BUFFALO OFFICE .....	1	1,500
3—Legal Department .....	2	11,080
4—Division of Statistics and Accounts .....	16	26,220
5—Division of Capitalization .....	17	30,650
6—Division of Tariffs .....	8	13,880
7—Division of Light, Heat and Power		
1—EXECUTIVE .....	4	10,100
2—ELECTRIC .....	4	4,680
3—GAS .....	13	15,528
8—Division of Engineering and Inspection		
1—STEAM RAILROADS		
1—Transportation .....	4	10,906
2—Passenger Train Service .....	2	3,080
3—Traffic .....	1	2,400
4—Equipment .....	7	16,480
5—Grade Crossings .....	5	12,100
2—ELECTRIC RAILROADS .....	2	5,500
9—Division of Telephones and Telegraphs		
1—UPSTATE .....	7	12,680
2—NEW YORK CITY .....	3	6,300
10—Special Telephone Investigation .....	*18	*58,800

\* Salaries for six months only — temporary employees.

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>PUBLIC SERVICE COMMISSION FOR THE SECOND DISTRICT</b>		
<b>1—Commissioners and Staff</b>		
Commissioner (Unclassified) @ \$15,000..... Appointed by the Governor, by and with the advice and consent of the Senate, for the term of five years, one Commissioner being appointed each year.	5	\$75,000
Confidential Secretary to Chairman (Exempt).....	1	2,500
Secretary to a Commissioner (Exempt).....	1	2,500
Secretary to a Commissioner (Exempt) @ \$1,500.....	2	3,000
Stenographer (7th Grade) @ \$1,500.....	2	3,000
Stenographer (6th Grade)..... General secretarial and stenographic work of the commissioners	1	1,200
<b>2—General Administration</b>		
<b>1—EXECUTIVE OFFICE</b>		
Secretary (Exempt)..... Duties as prescribed by section 7 of Public Service Commissions Law; general administrative charge of office, including correspondence, finances and appropriations; attends hearings.	1	6,000
Assistant Secretary (Exempt)..... Assists secretary in all his functions and acts in his absence; has direct charge of informal complaints.	1	4,000
Executive Clerk (12th Grade)..... Issues orders of the commission; sets hearings and writes memoranda on applications, complaints and answers received; attends to correspondence.	1	4,000
Auditor (8th Grade)..... Charge of finances and records thereof; prepares pay-roll; audits bills and expense accounts; conducts correspondence with Civil Service Commission and State Comptroller; prepares statements for other State departments and the public.	1	1,800
Stenographer (9th Grade).....	1	2,000
Stenographer (7th Grade)..... General stenographic work under direction of secretary; reviews official correspondence; opens mail; has charge of correspondence relating to publications; keeps hearing calendars; keeps register of complaints and cases before commission and prepares reports and statements relating thereto.	1	1,500
<b>2—GENERAL CLERICAL FORCE</b>		
Clerks (7th Grade) @ \$1,500..... In charge of docket, order book and hearing files; write up records and perform general office work under direction of secretary (one clerk assigned to charge of office—6 to 11 p. m.)	4	6,000
File Clerk (7th Grade) @ \$1,500.....	2	3,000
File Clerk (6th Grade).....	1	1,200
Clerk (6th Grade)..... File and index general correspondence and documents; maintain "follow up system" controlling progress of applications and complaints.	1	1,080

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>PUBLIC SERVICE COMMISSION FOR THE SECOND DISTRICT</b>		
<b>2—General Administration</b>		
<b>2—GENERAL CLERICAL FORCE—Continued</b>		
Telephone Operator (5th Grade) . . . . . Charge of private branch telephone exchange.	1	\$900
Messenger (5th Grade) . . . . .	1	900
Junior Clerk (4th Grade) . . . . .	1	720
Junior Clerk (3rd Grade) @ \$600 . . . . . Perform messenger service; collect and distribute mail; operate multi-graph and addressograph machines; assist in general office work.	2	1,200
Typewriter Copyist (3rd Grade) . . . . . Copies orders in order book and assists in division of capitalization.	1	600
Attendant . . . . . Charge of office Saturday afternoons, Sundays and holidays; mails weekly tariff bulletins; assists in clerical work.	1	480
Page (2nd Grade) . . . . .	1	480
Page (1st Grade) . . . . . Announce visitors; act as messengers; assist in office work.	1	360
<b>3—STENOGRAPHIC FORCE</b>		
Stenographer (In charge) (8th Grade) . . . . . Assigns work to stenographic force; also takes dictation.	1	1,800
Stenographer (6th Grade) @ \$1,200 . . . . .	5	6,000
Stenographer (6th Grade) . . . . .	1	1,080
Stenographer (2nd Grade) . . . . .	1	480
Stenographer (1st Grade) . . . . .	1	360
Stenographer (1st Grade) . . . . . Dictation and correspondence of the secretarial office.	1	300
<b>4—PUBLICATION AND COMPILATION</b>		
Superintendent (10th Grade) . . . . . Edits and prepares copy; has charge of printing and binding all reports and documents of the commission.	1	2,400
Proofreader (6th Grade) . . . . . Duties indicated by title.	1	1,080
<b>5—SUPPLIES AND PURCHASING</b>		
Proofreader (7th Grade) . . . . . In charge of supplies; storekeeper for commission; buys and distributes supplies and has charge of mailing publications.	1	1,500
Messenger (6th Grade) . . . . . Assists in care of supplies.	1	1,080

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>PUBLIC SERVICE COMMISSION FOR THE SECOND DISTRICT</b>		
<b>2—General Administration—Continued</b>		
<b>6—HEARING AND PUBLICITY</b>		
Clerk (11th Grade)..... Attends all Albany hearings and others which are of importance; prepares newspaper bulletins on matters of interest to the public.	1	\$2,500
<b>7—TRAFFIC CONTRACTS</b>		
Chief Clerk of Records (11th Grade)..... Custody of traffic contracts of common carriers; conducts correspondence relating thereto; attends to "following up" final orders of the commission; prepares history and descriptive text of corporations for annual report; special duties under direction of secretary and counsel.	1	2,500
<b>8—JANITOR SERVICE</b>		
Laborer @ \$900.....	2	1,800
Laborer..... Watchmen and general janitor service in offices outside the capitol; cover twenty-four hour service in eight hour shifts.	1	600
Cleaner..... Employed six days a week, in offices at 14 and 19 Washington avenue.	1	378
Cleaner..... Employed two days a week.	1	140
<b>9—BUFFALO OFFICE</b>		
Assistant Secretary (Exempt)..... Represents secretary and performs general work of the office in Buffalo.	1	1,500
<b>3—Legal Department</b>		
Counsel (Exempt)..... Duties outlined by section 12 of the Public Service Commissions Law; acts as advocate and representative of the commission in all actions and proceedings before State or Federal courts; renders verbal and written opinions for the commission as a whole, and for individual commissioners, persons and corporations throughout the State.	1	10,000
Stenographer (6th Grade)..... Dictation and correspondence of counsel.	1	1,080
<b>4—Division of Statistics and Accounts</b>		
Examination and checking of periodical, financial and statistical reports submitted by corporations, and compilation of abstracts thereof for publication; formulation of accounting classifications.		
Statistician (Exempt)..... General supervision of the division; formulating accounting classifications, problems in the application of classifications, forms for reports of corporations; correspondence relating to questions of accounting.	1	5,000



TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>PUBLIC SERVICE COMMISSION FOR THE SECOND DISTRICT</b>		
<b>4—Division of Statistics and Accounts—Continued</b>		
Assistant Chief Statistician (10th Grade).....	1	\$2,400
Accountant (11th Grade).....	1	2,500
Junior Statistician (8th Grade) @ \$1,800.....	2	3,600
Stenographer (8th Grade).....	1	1,800
Stenographer (7th Grade).....	1	1,500
Stenographer (6th Grade).....	1	1,080
Bookkeeper (6th Grade).....	1	1,200
Junior Accountant (6th Grade).....	1	1,200
Statistical Clerk (6th Grade).....	1	1,080
Clerk (6th Grade) @ \$1,080.....	2	2,160
Clerk (5th Grade) @ \$900.....	3	2,700
Work is divided into four groups, viz.: (a) examining and criticizing corporation reports and tabulating data therefrom; (b) making statistical studies; (c) field work: examining original records to verify accuracy of reports and assisting corporations in keeping records required by the commission; (d) report and correspondence files, card indexes, etc., stenography and typewriting.		
<b>5—Division of Capitalization</b>		
Examination of accounts and records of corporations to decide the propriety of the issuance of securities and to determine the financial basis upon which corporations may merge; examination of the books of account, supplies and other records of public service corporations; examination of proposed mortgages, leases, consolidation agreements, reorganization plans, etc.; preparation of the orders of the commission authorizing the issuing of securities, approval of mortgages, consolidations, leases, etc.; examination of reports of companies, of sales of securities and disposition of the proceeds thereof to verify their application to the purpose for which they were authorized.		
Chief of Division (Exempt).....	1	4,000
Examiner (11th Grade) @ \$2,500.....	2	5,000
Examiner (10th Grade).....	1	2,250
Examiner (9th Grade).....	1	2,000
Examiner (8th Grade) @ \$1,800.....	4	7,200
Examiner (7th Grade) @ \$1,500.....	2	3,000
Assistant Examiner (7th Grade).....	1	1,500
Assistant Examiner (6th Grade) (Vacancy).....	1	1,080
Stenographer (8th Grade).....	1	1,800
Stenographer (6th Grade).....	1	1,200
Stenographer (5th Grade).....	1	900
Typewriter Copyist (4th Grade).....	1	720

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>PUBLIC SERVICE COMMISSION FOR THE SECOND DISTRICT</b>		
<b>6—Division of Tariffs</b>		
Examination, indexing and filing of (1) rate schedules and other publications relating to transportation of passengers or property by common carriers, furnishing of gas and electricity for light, heat or power, and of steam for heat and power by public service companies, communication by telephone and telegraph companies; and (2) reports of common carriers relating to embargoes, car supply, etc. Examination and adjustment of informal complaints, applications for authorization of reparation to shippers and others and of changes in rate schedules on less than statutory notice; compilation of memoranda required for use of commission and preparation of matter showing weekly change in tariff rates for publication in the tariff bulletin.		
Chief (Exempt)..... In charge of work of division and in addition when directed represents the commission on committees in conferences involving matters assigned to the care of the division.	1	\$4,000
Chief Clerk (9th Grade)..... Principal assistant of the chief and during his absence has charge of the division.	1	2,000
Tariff Clerk (8th Grade)..... Examining common carriers' schedules for defects and rate changes; preparing matter published in tariff bulletin.	1	1,800
Stenographer and Tariff Clerk (7th Grade)..... Examining, indexing and filing schedules of corporations other than common carriers; general stenographic work.	1	1,400
Stenographer (6th Grade)..... General stenographic work of the division.	1	1,200
Bookkeeper (6th Grade).....	1	1,200
Tariff Clerk (6th Grade).....	1	1,200
Clerk (6th Grade)..... Assisting in examination of schedules; charge of the index and tariff files; general office routine.	1	1,080
<b>7—Division of Light, Heat and Power</b>		
Inspection of gas and electric service; inspection of gas and electric meters; investigation and adjustment of informal complaints; engineering work on capitalization cases; investigation and reports in connection with rate cases and applications to construct or purchase.		

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>PUBLIC SERVICE COMMISSION FOR THE SECOND DISTRICT</b>		
<b>7—Division of Light, Heat and Power—Continued</b>		
<b>1—EXECUTIVE</b>		
Chief Engineer (Exempt) . . . . .	1	\$5,000
General supervision over work of division; engineering examinations and reports.		
Assistant Chief (Exempt) . . . . .	1	3,000
Supervises electric meter inspectors; handles correspondence; examinations and reports.		
Stenographer (6th Grade) . . . . .	1	1,200
Dictation and correspondence; keeps records regarding public service companies.		
Stenographer (5th Grade) . . . . .	1	900
Dictation and correspondence; keeps records regarding gas and electric meter tests and companies testing reports.		
<b>2—ELECTRIC</b>		
Inspector Electric Meters (6th Grade) @ \$1,200 . . . . .	3	3,600
Inspector Electric Meters (6th Grade) . . . . .	1	1,080
Testing electric meters and equipment; investigations regarding service and conditions of property. One inspector is located at Albany and has charge of laboratory and contiguous territory; of the other inspectors one is located at Utica, one at Rochester and one unassigned.		
<b>3—GAS</b>		
This subdivision has general supervision over corporations supplying either manufactured or natural gas.		
Gas Engineer (11th Grade) . . . . .	1	3,000
Supervises gas meter testers and gas inspectors; conducts engineering examinations.		
Assistant Gas Inspectors (6th Grade) @ \$1,200 . . . . .	3	3,600
Assistant Gas Inspector (6th Grade) . . . . .	1	1,080
Trained chemists make annual tests of gas manufactured by each corporation under the jurisdiction of the Commission.		
Gas Meter Tester (6th Grade) @ \$1,200 . . . . .	2	2,400
Gas Meter Tester (6th Grade) @ \$1,080 . . . . .	5	5,400
Inspect, approve and seal new meters; also test meters in use on complaint of consumer. An inspector is stationed at each of the following places and works in the territory contiguous thereto: Albany, Buffalo, Jamestown, Syracuse, and Binghamton		
Laborer . . . . .	1	48
Temporary employee; occasional janitor service.		

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>PUBLIC SERVICE COMMISSION FOR THE SECOND DISTRICT</b>		
<b>8—Division of Engineering and Inspection</b>		
<b>1—STEAM RAILROADS</b>		
Inspections of steam railroads; classification of accident reports; investigation of accidents on steam railroads; investigation of complaints in reference to service and conditions; valuation of properties. Conducts special investigations of steel rail conditions and other matters pertaining to steam railroads.		
<b>1—Transportation</b>		
Chief of Division of Transportation (Exempt).....	1	\$4,000
Supervision of general work of division and participation in inspections and investigations.		
Inspector (Exempt) @ \$3,000.....	2	6,000
Inspection steam railroads annually; investigation accidents and complaints.		
Clerk (5th Grade).....	1	900
Filing accident reports, compiling statistics, filing correspondence and records.		
<b>2—Passenger Train Service</b>		
Accident Inspector (9th Grade).....	1	2,000
Investigating accidents on steam railroads; also train service; express service in station complaints; checking train movements and train dispatchers' records.		
Clerk (6th Grade).....	1	1,080
Compiling monthly train delay bulletins; general clerical work of the division.		
<b>3—Traffic</b>		
Inspector (10th Grade).....	1	2,400
Inspecting traffic conditions throughout the State, making special investigations of freight movement and car shortages due to congestion of traffic peculiar to certain periods of the year; handles complaints as to service.		
<b>4—Equipment</b>		
Supervisor.....	1	4,500
Assistant Supervisor (11th Grade) @ \$2,600.....	2	5,200
Acting supervisor of equipment and in charge of inspection of boilers and equipment; investigating engine failure reports, equipment complaints and accidents where equipment is involved; enforcing public service forest fire regulations, making special investigations.		

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>PUBLIC SERVICE COMMISSION FOR THE SECOND DISTRICT</b>		
<b>8—Division of Engineering and Inspection</b>		
<b>1—STEAM RAILROADS</b>		
<b>4—Equipment—Continued</b>		
Locomotive Boiler Inspector (10th Grade).....	1	\$2,400
Assistant Locomotive Boiler Inspector (8th Grade).....	1	1,800
Enforcing provisions of the boiler inspection law; handling technical end of office work; checking designs and specifications of locomotive boilers; inspecting locomotives at terminals; investigating boiler accidents.		
Stenographer (7th Grade).....	1	1,500
Filing boiler certificates and correspondence relating thereto. General dictation and correspondence.		
Clerk (6th Grade).....	1	1,080
Tabulating monthly engine failure reports; writing reports of inspections, accidents and complaints; assisting in checking railroad reports for accuracy and violations.		
<b>5—Grade Crossings</b>		
Supervision of the construction of new railroad crossings; construction over existing streets and the elimination of grade crossings.		
Engineer (12th Grade).....	1	4,500
General supervision of the division, draws orders after hearings have been held; examines plans, specifications and proposals received from contractors, makes inspections of work under construction, and, after completion, prepares plans for work authorized.		
Civil Engineer (11th Grade)*.....	1	3,000
In charge of field work, especially in the electric zone and territory contiguous to New York city on other railroads; also assigned to the Jamestown work.		
Inspector (9th Grade).....	1	2,000
Inspects and reports the progress of work carried on under orders of the commission.		
Engineering Draftsman (7th Grade).....	1	1,400
Draws plans, makes estimates, etc.		
Stenographer (8th Grade).....	1	1,200
General office work of division.		
<b>2—ELECTRIC RAILROADS†</b>		
Inspections of physical conditions and track, roadbed, structures, poles, wires, power plants, transmission lines, cars and all equipment, whatsoever of electric railroads; examination of service furnished to meet the requirements, safety, comfort and convenience of passengers and investigation of accidents occurring on and complaints against electric railroads.		

\* The stenographic work of this division is performed by employees of the general office.

† Paid from grade crossing appropriation.

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>PUBLIC SERVICE COMMISSION FOR THE SECOND DISTRICT</b>		
<b>8—Division of Engineering and Inspection</b>		
<b>2—ELECTRIC RAILROADS—Continued †</b>		
Inspector Electric Railroads (12th Grade).....	1	\$4,000
Assistant Inspector Electric Railroads (7th Grade).....	1	1,500
Conducting investigations and inspections of maintenance and operation of electric railroads and handling reports relating thereto.		
<b>9—Telephones and Telegraphs</b>		
General supervision of all the telephone and telegraph companies in the State of New York, possessing physical property of a valuation of \$10,000 or over.		
<b>1—UP STATE</b>		
In charge of informal complaints within the State, excepting Greater New York city and special investigations of matters relating to capitalization, inventories and appraisals; inspections with a view to securing speed and efficiency of service and recommendations thereon to corporations.		
Chief of Division (Exempt).....	1	4,000
General supervision of both offices; handling complaints for the upstate district; attending hearings, making suggestions to companies for improvement of service.		
Engineer (11th Grade).....	1	2,500
Charge of inspection work; conducting special investigations, preparing reports on engineering problems which arise in capitalization cases; making inventories, appraisals and valuations in connection with proposed extensions.		
Chief Inspector (7th Grade).....	1	1,500
Inspecting of telephone central offices; as to physical properties and all departments generally; making inventories and appraisals of properties in connection with capitalization or rate cases.		
Inspector (6th Grade).....	1	1,200
Traffic Inspectors (6th Grade) @ \$1,200.....	2	2,400
Making inspections of telephone central offices in relation to traffic conditions only.		
Clerk (6th Grade).....	1	1,080
General office work of the division.		
<b>2—NEW YORK CITY</b>		
The work carried on at the New York city office parallels that for the upstate district.		

† Paid from grade crossing appropriation.

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>PUBLIC SERVICE COMMISSION FOR THE SECOND DISTRICT</b>		
<b>9—Telephones and Telegraphs</b>		
<b>2—NEW YORK CITY—Continued</b>		
<b>Assistant Chief (Exempt).....</b>	<b>1</b>	<b>\$3,000</b>
General oversight of the telephone business in his territory; handling correspondence relating thereto within Greater New York; conducting special investigations.		
<b>Inspector (8th Grade).....</b>	<b>1</b>	<b>1,800</b>
Inspecting telephone central offices; investigating informal complaints.		
<b>Stenographer (7th Grade).....</b>	<b>1</b>	<b>1,500</b>
General office work of the division.		
<b>10—Special Telephone Investigation*</b>		
Investigation of the property, affairs and rates of charges of the New York Telephone company, particularly in the city of New York, for the purpose of acquiring information necessary to enable the Commission to exercise its powers and duties respecting such corporation. This work is not fully organized (Dec. 1, 1914) and the present force will be increased as the investigation progresses.		
<b>Engineer (in charge) (6th Grade) @ \$1,000 per month.....</b>	<b>1</b>	<b>12,000</b>
General charge of investigation.		
<b>Special Counsel @ \$1,000 per month.....</b>	<b>1</b>	<b>12,000</b>
Counsel assigned to this investigation.		
<b>Assistant Engineer @ \$600 per month.....</b>	<b>1</b>	<b>7,200</b>
Making appraisal of the properties of the New York Telephone Company and the study of engineering problems connected therewith.		
<b>Statistician @ \$275 per month.....</b>	<b>1</b>	<b>3,300</b>
<b>Junior Statistician @ \$250 per month.....</b>	<b>1</b>	<b>3,000</b>
<b>Examiner @ \$200 per month.....</b>	<b>1</b>	<b>2,400</b>
Tabulating statistics from the books of the New York Telephone Company, preparing statements therefrom of volume and character of telephone traffic; making preliminary studies of rate schedules and revenue from tolls.		
<b>Engineer @ \$175 per month.....</b>	<b>2</b>	<b>4,200</b>
<b>Engineer @ \$150 per month.....</b>	<b>1</b>	<b>1,800</b>
<b>Assistant Examiner @ \$150 per month.....</b>	<b>3</b>	<b>5,400</b>
Making special examinations as assigned by engineer in charge.		
<b>Bookkeeper @ \$160 per month.....</b>	<b>1</b>	<b>1,920</b>
Preparing pay-rolls; checking vouchers and expense accounts; assisting in computing and tabulating statistics.		

\*The force listed above (as of December 1, 1914) are temporary employees engaged for an estimated period of six months and paid from a special appropriation.

# ORGANIZATION AND FUNCTIONS

227

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>PUBLIC SERVICE COMMISSION FOR THE SECOND DISTRICT</b>		
<b>10—Special Telephone Investigation*—Continued</b>		
Stenographer @ \$125 per month.....	1	\$1,500
Stenographer @ \$100 per month.....	1	1,200
Stenographer @ \$90 per month.....	1	1,080
Dictation and correspondence; typing and copying statistics and reports; assisting in general office work.		
Clerk @ \$75 per month.....	2	1,800
General office routine; filing and indexing correspondence; reports and documents; messenger service.		

\*The force listed above (as of December 1, 1914) are temporary employees engaged for an estimated period of six months and paid from a special appropriation.





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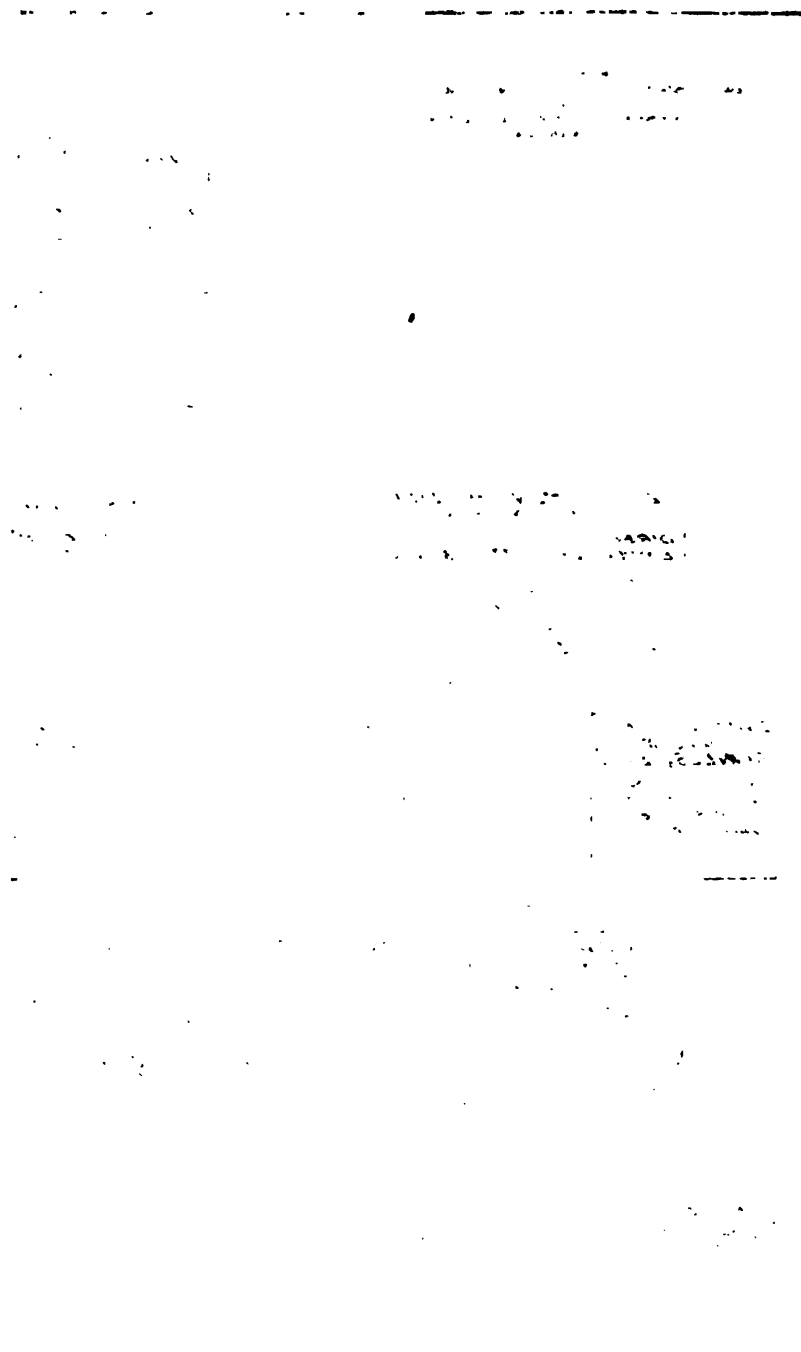
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## DEPARTMENT OF LABOR

Charged with the enforcement of the Labor Law, and has general jurisdiction over labor problems; regulates working hours of employees and conditions of safety and sanitation wherever labor is employed in the State; is empowered to mediate and arbitrate in labor controversies; is directed to enforce the rules and regulations of the Industrial Board (labor code) and to prepare and distribute statistical information relating to labor conditions and employment.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—General Administration .....	26	\$46,400
2—Industrial Board .....	13	29,200
3—Legal Bureau .....	6	14,400
4—Bureau of Inspections .....	241	352,300
5—Bureau of Statistics and Informations .....	40	61,760
6—Bureau of Employment .....	34	41,440
7—Bureau of Mediation and Arbitration .....	5	11,000
8—Bureau of Industries and Immigration .....	26	34,540
Total on annual pay-roll basis .....	391	\$591,040

DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>DEPARTMENT OF LABOR</b>		
<b>1—General Administration</b>		
1—COMMISSIONERS.....	3	\$17,500
2—EXECUTIVE OFFICE		
1—Albany Office.....	17	20,080
2—New York City Office.....	6	8,820
<b>2—Industrial Board.....</b>	13	29,200
<b>3—Legal Bureau.....</b>	6	14,400
<b>4—Bureau of Inspections</b>		
<b>1—DIVISION OF FACTORY INSPECTION</b>		
1—First District (New York City)		
1—ADMINISTRATION.....	20	20,860
2—SUB-DISTRICTS		
1—SUB-DISTRICT 1 (NEW YORK CITY).....	16	22,000
2—SUB-DISTRICT 1-A (NEW YORK CITY).....	16	21,100
3—SUB-DISTRICT 2 (NEW YORK CITY).....	13	18,400
4—SUB-DISTRICT 3 (NEW YORK CITY).....	14	20,800
5—SUB-DISTRICT 4 (NEW YORK CITY).....	7	10,200
2—Second District (Albany)		
1—ADMINISTRATION.....	11	18,300
2—SUB-DISTRICTS		
1—SUB-DISTRICT 5 (ALBANY).....	11	15,700
2—SUB-DISTRICT 6 (UTICA).....	13	19,300
3—SUB-DISTRICT 7 (ROCHESTER).....	10	13,900
4—SUB-DISTRICT 8 (BUFFALO).....	11	15,400
2—DIVISION OF APPEALS (NEW YORK CITY).....	12	17,220
3—DIVISION OF HOMEWORK INSPECTION (NEW YORK CITY).....	18	24,000
4—DIVISION OF MERCANTILE INSPECTION (NEW YORK CITY).....	27	34,720
5—DIVISION OF INDUSTRIAL HYGIENE (NEW YORK CITY)		
1—Administration.....	19	42,900
2—Medical Inspection Section (New York City).....	3	7,500
3—Engineering Section		
1—NEW YORK CITY OFFICE.....	13	18,300
2—ALBANY OFFICE.....	2	3,300
6—DIVISION OF MINES, TUNNELS, PUBLIC WORKS, ETC.		
1—New York City Office.....	2	3,600
2—Albany Office.....	3	4,800
<b>5—Bureau of Statistics and Information</b>		
1—ADMINISTRATION.....	2	7,500
2—DIVISION OF GENERAL LABOR STATISTICS		
1—New York City Office.....	5	7,700
2—Albany Office.....	8	13,600

DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>DEPARTMENT OF LABOR</b>		
<b>5—Bureau of Statistics and Information — <i>Continued</i></b>		
3—DIVISION OF INDUSTRIAL DIRECTORY (NEW YORK CITY).....	7	\$8,740
4—DIVISION OF INDUSTRIAL ACCIDENTS AND DIS- EASES (ALBANY).....	6	8,320
5—DIVISION OF SPECIAL INVESTIGATION (ALBANY)..	5	8,700
6—DIVISION OF PRINTING AND PUBLICATION .....	7	7,200
<b>6—Bureau of Employment (New York City).....</b>	<b>34</b>	<b>41,440</b>
<b>7—Bureau of Mediation and Arbitration</b>		
1—NEW YORK CITY OFFICE.....	2	4,800
2—ALBANY OFFICE.....	3	6,200
<b>8—Bureau of Industries and Immigration</b>		
1—NEW YORK CITY OFFICE.....	22	29,740
2—BUFFALO OFFICE.....	4	4,800

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>DEPARTMENT OF LABOR</b>		
<b>1—General Administration</b>		
<b>1—COMMISSIONERS (Unclassified)</b>		
Commissioner of Labor (Exempt) . . . . . Appointed by the Governor by and with the consent of the senate for a term of four years; general supervisor of departmental affairs and enforcement of Labor Law.	1	\$8,000
First Deputy Commissioner (Exempt) . . . . . Assistant to the commissioner; acts during his absence or disability, and has all his powers except that of appointment and removal; is directly in charge of the factory inspections of the department and has also assigned to his charge the supervision of the division of industrial hygiene.	1	5,000
Second Deputy Commissioner (Exempt) . . . . . General administration under the direction of the commissioner; acts during the absence or disability of the commissioner and first deputy but is without power of appointment and removal. Directly in charge of the Bureau of Mediation and Arbitration.	1	4,500
<b>2—EXECUTIVE OFFICE</b>		
<b>1—Albany Office</b>		
Secretary to Commissioner (Exempt) . . . . . General secretarial duties; represents the commissioner in all conferences and meetings; in charge of personal correspondence.	1	3,000
Special Investigator (9th Grade) . . . . . Conducts confidential investigations and secures evidence of all violations of law, for the commissioner.	1	2,000
Confidential Clerk (6th Grade) . . . . . In charge of all documents and records in the commissioner's office; care of mail and in charge of distribution of correspondence.	1	1,200
Inspector of Reports and Accounts (9th Grade) . . . . . Examination of reports and payrolls of factories and mercantile establishments.	1	2,000
Bookkeeper (5th Grade) . . . . . Keeps books and accounts of the administrative office, roster of employees, etc.	1	900
Stenographer (8th Grade) . . . . .	1	1,800
Stenographer (6th Grade) @ \$1,200 . . . . .	3	3,600
Typewriter Copyist (6th Grade) . . . . . Dictation and correspondence; general copying, indexing and filing.	1	1,200
Clerk (5th Grade) . . . . . Files correspondence and reports.	1	900
Chauffeur (6th Grade) . . . . . Operation and care of department automobile.	1	1,200

# ORGANIZATION AND FUNCTIONS

233

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>DEPARTMENT OF LABOR</b>		
<b>1—General Administration</b>		
<b>2—EXECUTIVE OFFICE</b>		
<b>1—Albany Office—Continued</b>		
Telephone Operator (4th Grade)..... Operates switchboard; assists in office work.	1	\$720
Laborer (2d Grade).....	1	480
Page (1st Grade) @ \$360..... General messenger service, distribute mail to the divisions of the department.	3	1,080
<b>2—New York City Office</b>		
Chief Clerk (Exempt)..... Supervises the work of the office under direction of first deputy.	1	2,800
Detective (Exempt)..... Special investigations and examinations under direction of the first deputy.	1	2,000
Stenographer (6th Grade).....	1	1,200
Telephone Operator (5th Grade).....	1	900
Chauffeur (Non-competitive).....	1	1,200
Cleaner (Laborer)..... Operation and care of automobiles used for inspections in New York City.	1	720
<b>2—Industrial Board (New York City)</b>		
To make investigations concerning the enforcement and effect of the Labor Law; to subpoena witnesses; the production of books pertinent to investigations. To make, alter, amend or repeal rules and regulations for guarding against and minimizing fire hazards, personal injuries and disease; with respect to construction of buildings, the arrangement of machinery and stores; the location and operation of trades and occupations. The certified rules and regulations of the industrial board form the "Labor Code."		
Chairman (Commissioner of Labor ex-officio)		
Associate Member @ \$3 000.....	4	12,000
Secretary.....	1	5,000
Assistant Secretary.....	1	2,000
Special Investigator (Exempt) @ \$2,000.....	2	4,000
Hearing Stenographer (9th Grade).....	1	2,000
Stenographer (6th Grade) @ \$1,200.....	2	2,400
Stenographer (5th Grade) @ \$900.....	2	1,800



TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>DEPARTMENT OF LABOR</b>		
<b>3—Legal Bureau (New York City)</b>		
To represent the department of labor and to take charge of and assist in the prosecution of actions and proceedings brought by or on behalf of the commissioner of labor or the department of labor, and generally to act as legal advisor to the commissioner.		
Counsel (Exempt)..... Represents the department in all legal actions, supervises the preparation of legal papers and the preparation of evidence of law violations.	1	\$4,000
First Assistant Counsel (Exempt).....	1	3,500
Second Assistant Counsel (Exempt)..... Assistants to the counsel.	1	2,500
Factory Inspector (9th Grade).....	1	2,000
Factory Inspector (6th Grade)..... Special and confidential inspections under immediate supervision of counsel.	1	1,200
Stenographer (6th Grade)..... Dictation and correspondence; preparation of legal papers.	1	1,200
<b>4—Bureau of Inspections</b>		
Shall have charge of all inspections and shall perform such other duties as may be assigned to it by the commissioner of labor. The first deputy commissioner of labor shall be the inspector-general of the State, and in charge of this Bureau.		
<b>1—DIVISION OF FACTORY INSPECTION</b>		
The commissioner of labor shall visit and inspect personally, or through his assistants, factories throughout the State, which, for this purpose is divided into two districts. One district comprises Greater New York, Nassau and Suffolk counties; the second factory inspection district includes all other counties.		
<b>1—First District (New York City)</b>		
Includes counties of New York, Bronx, Kings, Queens, Nassau, Suffolk and Richmond.		
<b>1—ADMINISTRATION</b>		
Inspector General (First Deputy Commissioner) General supervision.		
Chief Factory Inspector (Exempt)..... General supervision of factory inspectors in field, and of reports and statistics of inspections.	1	4,000

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>DEPARTMENT OF LABOR</b>		
<b>4—Bureau of Inspections</b>		
<b>1—DIVISION OF FACTORY INSPECTION</b>		
<b>1—First District (New York City)</b>		
<b>1—ADMINISTRATION — Continued</b>		
Factory Inspector (7th Grade).....	1	\$1,500
Inspection of conditions of manufacture and welfare of employees.		
Stenographer (6th Grade).....	1	1,200
Stenographer (5th Grade).....	1	900
Dictation and correspondence.		
Typewriter Copyist (5th Grade) @ \$900.....	4	3,600
Typewriter Copyist (4th Grade) @ \$720.....	2	1,440
Preparation of reports, filing and indexing correspondence and records.		
Clerk (6th Grade).....	1	1,200
Clerk (5th Grade) @ \$900.....	2	1,800
General clerical work, analysis of inspectors, reports, mailing forms and bulletins.		
Filing Clerk (5th Grade).....	1	900
Filing reports and correspondence.		
Junior Clerk (4th Grade) @ \$720.....	6	4,320
General office work.		
<b>2—SUB-DISTRICTS</b>		
Under the control of the inspector-general the work of the Bureau in the first district is divided among five sub-districts. The supervising inspector in each sub-district directs the work of inspecting and reporting on conditions existing where labor is employed and obtaining evidence necessary for prosecution where requirements of law are not fulfilled.		
<b>1—SUB-DISTRICT 1 (NEW YORK CITY)</b>		
Supervising Inspector (11th Grade).....	1	2,500
Factory Inspector (8th Grade).....	1	1,800
Factory Inspector (7th Grade) @ \$1,500.....	3	4,500
Factory Inspector (6th Grade) @ \$1,200.....	11	13,200
Inspecting all establishments in the sub-district classed as factories.		
<b>2—SUB-DISTRICT 1-A (NEW YORK CITY)</b>		
Supervising Inspector (11th Grade).....	1	2,500
Factory Inspector (7th Grade) @ \$1,500.....	2	3,000
Factory Inspector (6th Grade) @ \$1,200.....	13	15,600
Inspecting all establishments in the sub-district classed as factories.		

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>DEPARTMENT OF LABOR</b>		
<b>4—Bureau of Inspections</b>		
<b>1—DIVISION OF FACTORY INSPECTION</b>		
<b>1—First District (New York City)</b>		
<b>2—SUB-DISTRICTS — <i>Continued</i></b>		
<b>3—SUB-DISTRICT 2 (NEW YORK CITY)</b>		
Supervising Inspector (11th Grade).....	1	\$2,500
Factory Inspector (8th Grade).....	1	1,800
Factory Inspector (7th Grade) @ \$1,500.....	3	4,500
Factory Inspector (6th Grade) @ \$1,200.....	8	9,600
Inspecting all establishments in the sub-district classed as factories		
<b>4—SUB-DISTRICT 3 (NEW YORK CITY)</b>		
Supervising Inspector (11th Grade).....	1	2,500
Factory Inspector (8th Grade).....	1	1,800
Factory Inspector (7th Grade) @ \$1,500.....	7	10,500
Factory Inspector (6th Grade) @ \$1,200.....	5	6,000
Inspecting all establishments in the sub-district classed as factories.		
<b>5—SUB-DISTRICT 4 (NEW YORK CITY)</b>		
Acting Supervising Inspector (8th Grade).....	1	1,800
Factory Inspector (7th Grade) @ \$1,500.....	4	6,000
Factory Inspector (6th Grade) @ \$1,200.....	2	2,400
Inspecting all establishments in the sub-district classed as factories.		
<b>2—Second District (Albany)</b>		
<p>The second district covers all of the State outside of New York city and Long Island and includes the clerical and record office of the Bureau which is under the supervision of a chief factory inspector; and the four sub-districts at Albany, Utica, Rochester and Buffalo. Each sub-district is in charge of a supervising inspector who directs the work of inspecting and reporting conditions existing where labor is employed and obtaining evidence necessary for prosecution where violations of the Labor Law are determined.</p>		
<b>1—ADMINISTRATION</b>		
<b>Inspector-General (First Deputy Commissioner)</b>		
General supervision.		
<b>Chief Factory Inspector (Exempt).....</b>	1	4,000
In charge of the Albany office of division and supervises the work of inspection.		
<b>Assistant Chief Factory Inspector (Exempt).....</b>	1	3,000
Assists chief with the correspondence and routine work of the division; directs special investigation and checks up the work in the sub-districts.		

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>DEPARTMENT OF LABOR</b>		
<b>4—Bureau of Inspections</b>		
<b>1—DIVISION OF FACTORY INSPECTION</b>		
<b>2—Second District (Albany)</b>		
<b>1—ADMINISTRATION — Continued</b>		
Clerk (9th Grade).....	1	\$2,000
Clerk (8th Grade).....	1	1,800
Clerk (6th Grade) @ \$1,200.....	2	2,400
Keeping records of results of factory inspection, preparing preliminary statistical data, checking reports of inspections.		
Filing Clerk (5th Grade).....	1	900
Filing correspondence and departmental reports; indexing lists of factories and employees.		
Stenographer (6th Grade) @ \$1,200.....	2	2,400
Dictation and correspondence; mailing copies of law and industrial code.		
Stenographer (6th Grade) @ \$900.....	1	900
Typewriter Copyist (5th Grade).....	1	900
Typing reports and records; mailing bulletins.		
<b>2—SUB-DISTRICTS</b>		
<b>1—SUB-DISTRICT 5 (ALBANY)</b>		
Includes counties of Albany, Columbia, Dutchess, Essex, except along Ausable river, Greene, Montgomery east of Fonda, Orange, Putnam, Rensselaer, Rockland, Schenectady, Schoharie, Saratoga, Sullivan, Ulster, Washington, Westchester, Warren, Otsego — Cherry Valley only.		
Supervising Inspector (11th Grade).....	1	2,500
Factory Inspector (8th Grade).....	1	1,800
Factory Inspector (7th Grade) @ \$1,500.....	4	6,000
Factory Inspector (6th Grade) @ \$1,200.....	3	3,600
Inspecting all establishments in the sub-district, classed as factories.		
Stenographer (5th Grade) @ \$900.....	2	1,800
Preparation and care of correspondence and reports.		
<b>2—SUB-DISTRICT 6 (UTICA)</b>		
Includes counties of Broome, Clinton, Cortland, Chenango, Delaware, Essex along Ausable river, Madison, Montgomery west of Fonda, Oneida, Onondaga, Oswego, Otsego all but Cherry Valley, St. Lawrence, Tioga.		
Supervising Inspector (11th Grade).....	1	2,500
Factory Inspector (8th Grade) @ \$1,800.....	2	3,600
Factory Inspector (7th Grade) @ \$1,500.....	5	7,500
Factory Inspector (6th Grade) @ \$1,200.....	4	4,800
Inspecting all establishments in the sub-district classed as factories.		
Stenographer (5th Grade).....	1	900
Preparation and care of correspondence and reports.		

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>DEPARTMENT OF LABOR</b>		
<b>4—Bureau of Inspections</b>		
<b>1—DIVISION OF FACTORY INSPECTION</b>		
<b>2—Second District (Albany)</b>		
<b>2—SUB-DISTRICTS — <i>Continued</i></b>		
<b>3—SUB-DISTRICT 7 (ROCHESTER)</b>		
Includes counties of Allegany, Cayuga, Chemung, Livingston, Monroe, Ontario, Schuyler, Seneca, Steuben, Tompkins, Wayne, Yates.		
Supervising Inspector (11th Grade).....	1	\$2,500
Factory Inspector (7th Grade) @ \$1,500.....	2	3,000
Factory Inspector (6th Grade) @ \$1,200.....	6	7,200
Inspecting all establishments in the sub-district classed as factories.		
Typewriter Copyist (6th Grade).....	1	1,200
Preparation and care of correspondence and reports.		
<b>4—SUB-DISTRICT 8 (BUFFALO)</b>		
Includes counties of Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans, Wyoming.		
Supervising Inspector (11th Grade).....	1	2,500
Factory Inspector (7th Grade) @ \$1,500.....	3	4,500
Factory Inspector (6th Grade) @ \$1,200.....	6	7,200
Inspecting of all establishments in the sub-district classed as factories.		
Stenographer (6th Grade).....	1	1,200
Preparation and care of correspondence and reports.		
<b>2—DIVISION OF APPEALS (NEW YORK CITY)</b>		
Handles appeals which employees are permitted to make from orders issued by inspectors, such orders, when appealed, being reviewed by other inspectors or officials before final enforcement when not amended or withdrawn.		
Assistant Chief Factory Inspector (Exempt).....	1	3,000
Factory Inspector (8th Grade) @ \$1,800.....	3	5,400
Factory Inspector (7th Grade) @ \$1,500.....	2	3,000
Factory Inspector (6th Grade).....	1	1,200
Inspection of factories, verifying reports.		
Stenographer (5th Grade) @ \$900.....	2	1,800
Stenographic work and correspondence of Bureau; attends hearings.		
Typewriter Copyist (6th Grade).....	1	1,200
Typewriter Copyist (5th Grade).....	1	900
Reports of hearings and appeals, mailing notices, etc.		
Clerk (4th Grade).....	1	720
General Clerical work, messenger service.		

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>DEPARTMENT OF LABOR</b>		
<b>4—Bureau of Inspections — Continued</b>		
<b>3—DIVISION OF HOMEWORK INSPECTION (NEW YORK CITY)</b>		
The division of homework inspection is charged with the inspections of tenement-houses and of labor therein and of all work done for factories at places other than such factories.		
Chief of Division (11th Grade).....	1	\$3,000
Factory Inspector (7th Grade) @ \$1,500.....	3	4,500
Factory Inspector (6th Grade) @ \$1,200.....	11	13,200
Inspecting homes and places other than factories for the purpose of enforcing the provisions of the Labor Law and Labor Code relating to conditions of age limit, hours of labor and sanitation.		
Clerk (7th Grade).....	1	1,500
Clerk (5th Grade) @ \$900.....	2	1,800
Clerical work; summarizing reports; indexing, filing and typewriting.		
<b>4—DIVISION OF MERCANTILE INSPECTION (NEW YORK CITY)</b>		
Under sections 58 and 59 of the Labor Law the commissioner of labor is directed to visit and inspect, personally or through his assistants, mercantile establishments, i. e., any place where goods, wares or merchandise are offered for sale, throughout the State for the purpose of enforcing the provisions of the Labor Law and labor code relating to conditions of sanitation, hours of labor, age limitation and the safeguarding of employees.		
Chief Mercantile Inspector (Exempt).....	1	4,000
General supervision of the work of the division.		
Mercantile Inspector (7th Grade) @ \$1,500.....	3	4,500
Mercantile Inspector (6th Grade) @ \$1,200.....	17	20,400
Make inspections of mercantile establishments throughout the state as assignments are made. The majority of the inspectors are detailed in Greater New York and vicinity.		
Stenographer (6th Grade).....	1	1,200
Stenographer (5th Grade) @ \$900.....	2	1,800
Preparation and care of correspondence.		
Typewriter Copyist (5th Grade).....	1	900
Typewriter Copyist (4th Grade).....	1	720
Clerk (6th Grade).....	1	1,200
General clerical work; copying, indexing and filing reports; analysing reports for department statistics.		

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>DEPARTMENT OF LABOR</b>		
4—Bureau of Inspections — <i>Continued</i>		
5—DIVISION OF INDUSTRIAL HYGIENE, NEW YORK CITY		
1—Administration		
<p>The division of industrial hygiene is directed to make special inspections of factories, mercantile establishments and other places throughout the State; conduct special investigations of industrial processes and conditions; prepare material for leaflets and bulletins calling attention to dangers in particular industries and the precautions to be taken to avoid them; and to recommend, for the consideration of the industrial board, proposed rules and regulations concerning the operation of the rules and standards of the labor code and any changes or modifications to be made therein.</p>		
Director (Exempt).....	1	\$4,000
General supervision; reserves and reviews reports of engineers and investigators; is directly in charge of sanitary and hygienic work and medical inspections; prepares bulletins and recommendations for industrial board.		
Mechanical Engineer (12th Grade).....	1	3,500
Conduct special inspections to determine questions of construction and ventilation.		
Fire Prevention Engineer (12th Grade) @ \$3,500.....	2	7,000
Conducts special investigation to determine and establish conditions of danger to employees from fires, explosions, etc.		
Chemical Engineer (12th Grade).....	1	3,500
Passes upon questions of employment in chemical laboratories and factories or establishments manufacturing or using harmful drugs and chemicals.		
Special Investigator (9th Grade) @ \$2,000.....	8	16,000
Investigating specific and general conditions of construction, process and methods employed in factories and mercantile establishments; material to be used in recommending changes in labor code and rules safeguarding employees against dangers in particular industries.		
Factory Inspector (9th Grade).....	1	2,000
Factory Inspector (7th Grade).....	1	1,500
Assist engineers in inspection of factories as assigned.		
Secretary of Division (7th Grade).....	1	1,500
Secretarial duties.		
Confidential Agent (7th Grade).....	1	1,500
Investigations of confidential nature as required by director.		
Stenographer (6th Grade).....	1	1,200
Stenographic work and correspondence of division.		

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>DEPARTMENT OF LABOR</b>		
<b>4—Bureau of Inspections</b>		
<b>5—DIVISION OF INDUSTRIAL HYGIENE (NEW YORK CITY)</b>		
<b>1—Administration—Continued</b>		
Typewriter Copyist (6th Grade)..... Typing and general office work; mailing bulletins.	1	\$1,200
<b>2—Medical Inspection Section (New York City)</b>		
Director of the Division.....		
Medical Inspector (11th Grade) @ \$2,500..... Medical inspection of factories.	3	7,500
<b>3—Engineering Section</b>		
<b>1—NEW YORK CITY OFFICE</b>		
Civil Engineer and Expert in Building Construction (12th Grade)	1	3,500
Factory Inspector (9th Grade) @ \$2,000.....	2	4,000
Factory Inspector (6th Grade) @ \$1,200..... Inspection of factories and mercantile establishments as to the construction, arrangement, equipment and ventilation.	4	4,800
Draughtsman (7th Grade)..... Drawing plans, tracings; examining plans.	1	1,500
Stenographer (5th Grade)..... Stenographic correspondence.	1	900
Typewriter Copyist (5th Grade) @ \$900..... Typing and general clerical work.	3	2,700
Laborers (5th Grade)..... Clerical work and messenger service.	1	900
<b>2—ALBANY OFFICE</b>		
Factory Inspector (7th Grade).....	1	1,500
Engineering Draughtsman (8th Grade)..... Physical inspection and examination of plans of factories and mercantile establishments as to construction, arrangement and equipment.	1	1,800
<b>6—DIVISION OF MINES, TUNNELS, PUBLIC WORKS, ETC.</b>		
To inspect, investigate and regulate conditions of ventilation, timbering, use and care of mechanical equipment and explosives, hours of employment, etc., in the mines, tunnels, quarries and public works within the State, to insure the safety and health of employees; and to enforce the provisions of the Labor Law and the rules and regulations of the industrial board.		
<b>1—New York City Office</b>		
Tunnel Inspector (8th Grade) @ \$1,800..... Inspection of conditions under which labor is performed and maintaining enforcement of the provisions of the Labor Law.	2	3,600



TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>DEPARTMENT OF LABOR</b>		
<b>4—Bureau of Inspections</b>		
<b>6—DIVISION OF MINES, TUNNELS, PUBLIC WORKS, ETC.—</b> <i>Continued</i>		
<b>2—Albany Office</b>		
Mine Inspector (8th Grade).....	1	\$1,800
Confidential Agent (7th Grade) @ \$1,500.....	2	3,000
Inspecting conditions under which labor is performed and maintaining enforcement of the provisions of the Labor Law.		
<b>5—Bureau of Statistics and Information</b>		
Is charged with the preparation of statistics relating to labor, wages, industries and manufacturing conditions; and other economic information under various classifications; including the collating, analyzing and summarizing records and reports of the inspections, investigations and hearings of the bureaus and divisions of the department, and the information supplied by owners and managers of manufacturing plants; also the compilation of an industrial directory for all cities and villages having a population of one thousand or more; publishing and disseminating statistics and information for the purpose of promoting the health, safety and well being of persons employed at labor; and making special investigations and conducting research work relating to economics and social conditions of labor.		
<b>1—ADMINISTRATION</b>		
Chief Statistician (Albany Office) (12th Grade).....	1	4,000
In charge of the work of the Bureau.		
Assistant Chief Statistician (New York Office) (12th Grade)...	1	3,500
Under direction of chief supervisor the collections of statistics in the territory controlled from the New York City office.		
<b>2—DIVISION OF GENERAL LABOR STATISTICS</b>		
Collection and preparation for publication of statistics and general information relating to labor and the industries of the State.		
<b>1—New York City Office</b>		
Statistician (7th Grade).....	1	1,500
Prepares statistics based on reports of various inspections.		
Special Agent (9th Grade).....	1	2,000
Special Agent (8th Grade).....	1	1,800
Special Agent (7th Grade).....	1	1,500
To obtain and verify special information not obtained on regular inspection.		

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>DEPARTMENT OF LABOR</b>		
<b>5—Bureau of Statistics and Information</b>		
<b>2—DIVISION OF GENERAL LABOR STATISTICS</b>		
<b>1—New York City Office — <i>Continued</i></b>		
Stenographer (5th Grade)..... Stenographic work.	1	\$900
<b>2—Albany Office</b>		
Chief of Division (11th Grade)..... In charge of division.	1	2,500
Statistician (8th Grade).....	1	1,800
Statistician (7th Grade) @ \$1,500..... Prepare statistics based on reports of various inspections.	3	4,500
Stenographer (6th Grade)..... Stenographic work.	1	1,200
Special Agent (8th Grade) @ \$1,800..... To obtain and verify special information not covered by regular inspections.	2	3,600
<b>3—DIVISION OF INDUSTRIAL DIRECTORY (NEW YORK CITY)</b>		
Prepare annually an industrial directory for all cities and villages having a population of 1,000 or more to show data regarding social, economic and industrial conditions to be of value to prospective manufacturers and their employees.		
Chief of Division (11th Grade)..... Handles the correspondence of the division and supervises the work of analyzing and tabulating the statistical information gathered by inspectors and agents; and the preparation of directory.	1	2,500
Expert Special Agent (8th Grade)..... Revises and arranges data and secures proper classification and tabulation of same.	1	1,800
Clerk (6th Grade).....	1	1,200
Clerk (5th Grade)..... Tabulating and classifying material for directory.	1	900
Typewriter Copyist (5th Grade).....	1	900
Typewriter Copyist (4th Grade).....	1	720
Stenographer (4th Grade)..... Preparation and care of correspondence of the division; filing, indexing, copying and general office work.	1	720
<b>4—DIVISION OF INDUSTRIAL ACCIDENTS AND DISEASES (ALBANY)</b>		
Prepare statistical details and general information regarding industrial accidents and occupational diseases; their causes and effects, and methods of preventing, curing and remedying them and of providing compensation therefor.		

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>DEPARTMENT OF LABOR</b>		
<b>5—Bureau of Statistics and Information</b>		
<b>4—DIVISION OF INDUSTRIAL ACCIDENTS AND DISEASES</b> (ALBANY) — <i>Continued</i>		
Chief of Division (11th Grade)..... General supervision.	1	\$2,500
Clerk (7th Grade).....	1	1,500
Clerk (6th Grade).....	1	1,200
Clerk (5th Grade)..... Clerical work compiling data based on reports of inspections and statistics of the Bureau of industrial hygiene.	1	900
Junior Clerk (4th Grade)..... General clerical work; filing and indexing.	1	720
Stenographer (7th Grade)..... Correspondence and typing of the division.	1	1,500
<b>5—DIVISION OF SPECIAL INVESTIGATIONS (ALBANY)</b>		
To have charge of all special investigations and research work relating to economic and social conditions of labor.		
Chief of Division (11th Grade)..... In charge of general research work including correspondence and exam- inations of moral, social and economic environment of workers in particular trades and occupations.	1	2,500
Expert (9th Grade).....	1	2,000
Expert (8th Grade)..... Conduct confidential investigations; review correspondence and prepare statistics.	1	1,800
Librarian (7th Grade)..... Indexing and filing reports, records and documents; custodian of confi- dential information and reports of special investigations.	1	1,500
Stenographer (5th Grade)..... Dictation and correspondence; assists in routine work of office.	1	900
<b>6—DIVISION OF PRINTING AND PUBLICATION</b>		
Print, publish and disseminate information for the purpose of promoting the health, safety and well being of persons employed at labor.		
Chief of Division (Exempt)..... In charge of the publishing of bulletins, directories and statistical publi- cations disseminated by the Bureau and the department; responsible for the technical work of the division.	1	3,000
Proofreader (6th Grade)..... Reads and corrects proof; assists in copying and arranging.	1	1,200

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>DEPARTMENT OF LABOR</b>		
<b>5—Bureau of Statistics and Information</b>		
<b>6—DIVISION OF PRINTING AND PUBLICATION—Continued</b>		
Typewriter Copyist (2nd Grade).....	1	\$420
Dictation, correspondence and typewriting; assists in reading proof.		
Clerk (5th Grade).....	1	900
Junior Clerk (3rd Grade) @ \$600.....	2	1,200
General clerical work; arranging and tabulating divisional reports for printer's copy.		
Messenger (2nd Grade).....	1	480
General messenger service; receiving and distributing copy; assists in office work.		
<b>6—Bureau of Employment (New York City)</b>		
To bring together all kinds and classes of workmen in search of employment and capital seeking labor; to collect data as to the demand for and supply of labor existing throughout the State; and to circulate information relating thereto, for the guidance of workmen and employers; to supervise private employment offices and agencies; and to establish public employment offices throughout the State.		
Director.....	1	4,000
Supervision of correspondence with employers, labor bodies, employment agencies and others; in charge of the establishing of branch offices.		
Secretary to Director (7th Grade).....	1	1,500
Assistant to the director.		
Stenographer (6th Grade).....	1	1,200
Dictation and correspondence of director and secretary.		
Superintendents of Branch Offices (9th Grade) @ \$2,000.....	9	18,000
In charge of nine public branch employment offices established throughout the state.		
Clerk and Stenographer (5th Grade) @ \$900.....	11	9,900
Clerk (4th Grade) @ \$720.....	3	2,160
Clerk (3rd Grade) @ \$600.....	7	4,200
Messenger (2nd Grade).....	1	480
<b>7—Bureau of Mediation and Arbitration</b>		
A board of arbitration and mediation, consisting of the chief mediator and two other officers of the department appointed by the Commissioner of Labor, is empowered, under section 140, article 10, of the Labor Law, to receive and hear for determination and settlement, disputes and grievances between employees and employers when submitted in writing; to examine the matter in controversy; to		

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>DEPARTMENT OF LABOR</b>		
<b>7—Bureau of Mediation and Arbitration — Continued</b>		
subpoena witnesses, hear testimony and examine records and papers. The law provides that local boards of arbitrators may be appointed under certain conditions, with limited powers, whose decisions shall be filed with the Bureau.		
<b>Chief Mediator (Second Deputy Commissioner ex-officio)</b> General administration of the Bureau; is chairman of the board of arbitration when attending meetings.		
<b>1—NEW YORK CITY OFFICE</b>		
Mediator (Exempt) .....	1	\$2,800
Special Agent (9th Grade) .....	1	2,000
Handle correspondence at New York office; interview and advise in regard to settlement of controversies; serve as members of the board at hearings.		
<b>2—ALBANY OFFICE</b>		
Assistant Mediator (Exempt) @ \$2,500 .....	2	5,000
Serve as members of board of arbitration; interview and advise regarding settlement of controversies; review records and documents.		
Clerk (6th Grade) .....	1	1,200
Indexes and files records and correspondence; copies reports; general clerical work of the Bureau.		
<b>8—Bureau of Industries and Immigration</b>		
Carry out the provisions of Article 11 of the Labor Law which provides for investigation into the welfare and industrial opportunities of aliens.		
<b>1—NEW YORK CITY OFFICE</b>		
Chief Investigator (Exempt) .....	1	3,000
Directs work of investigators and agents; handles correspondence with immigration agents; foreign consuls and employers of labor; general supervision of the Bureau.		
Secretary to Chief Investigator (8th Grade) .....	1	1,800
Assistant to the chief investigator; receives callers, represents chief in interviews; general secretarial duties.		
Counsel .....	1	2,800
Legal advisor of the Bureau in matters of alien employment.		
Special Investigator (Legal) (6th Grade) .....	1	1,200
Investigates complaints for and against aliens employed in the State; interviews immigration agents; and assists counsel in preparation of legal papers etc., and in court attendance, etc.		

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>DEPARTMENT OF LABOR</b>		
<b>8—Bureau of Industries and Immigration</b>		
<b>1—NEW YORK CITY OFFICE—Continued</b>		
Special Investigator (7th Grade) @ \$1,500.....	6	\$9,000
Special Investigator (6th Grade) @ \$1,200.....	3	3,600
Special Agent (Industrial) (6th Grade).....	1	1,200
Conduct investigations as assigned; act as interpreters at interviews and hearings.		
Stenographer (5th Grade) @ \$900.....	4	3,600
Preparation and care of correspondence.		
Typewriter Copyist (5th Grade).....	1	900
Typewriter Copyist (4th Grade) @ \$720.....	2	1,440
Copying reports of investigators and agents; mailing bulletins and publications; preparing legal papers; indexing and filing.		
Clerk (6th Grade).....	1	1,200
In charge of records, keeps books; assists secretary with routine work of office.		
<b>2—BUFFALO OFFICE</b>		
Special Investigator (7th Grade).....	1	1,500
Supervises work of Bureau in western part of State.		
Special Investigator (6th Grade) @ \$1,200.....	2	2,400
Conduct investigations as assigned; act as interpreters.		
Stenographer (5th Grade).....	1	900
Dictation and correspondence; prepares legal papers; copies reports; filing and indexing; general clerical duties.		



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**DEPARTMENT OF STATE FIRE MARSHAL**

Duties are to supervise, except in cities of over 1,000,000 inhabitants, the prevention of fires, the storage and sale of combustibles and explosives, automatic fire alarm systems and fire extinguishing equipment, the inspection of steam boilers, the construction and regulation of fire escapes, the adequacy of escape from all places in which numbers of persons work, live or congregate, the suppression of arson, the investigation of cause of fire, and the adequacy of fire apparatus and water supply.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—General Administration .....	13	\$33,400
2—Bureau of Inspection .....	20	25,800
Total amount on annual pay-roll basis .....	33	\$59,200
3—Ex-Officio Assistants to Fire Marshal .....	1,800 (Approx)	\$15,000

DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>DEPARTMENT OF STATE FIRE MARSHAL</b>		
1—General Administration .....	13	\$33,400
2—Bureau of Inspection		
1—SUPERVISION OF INSPECTORS .....	1	3,000
2—BUILDING INSPECTIONS .....	13	15,000
3—BOILER INSPECTION .....	5	6,000
4—INSPECTION OF COMBUSTIBLES AND EXPLOSIVES	1	1,200
3—Ex-Officio Assistants to Fire Marshal .....	1,800 (Approx)	15,000

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>DEPARTMENT OF STATE FIRE MARSHAL</b>		
<b>1—General Administration</b>		
Fire Marshal (Unclassified)..... The State Fire Marshal shall enforce rules and regulations for the prevention of fires, the inspection of steam boilers, construction and maintenance of fire escapes, the regulation of exits from public and private buildings, factories, etc., the suppression of arson and such other duties as are prescribed by law.	1	\$7,000
First Deputy (Exempt)..... Supervises the investigation of incendiary fires; attends to legal matters and reports; general supervision in the absence of Fire Marshal; supervises matters in relation to water supply and fire apparatus.	1	5,000
Second Deputy (Exempt)..... Supervises Bureau of Combustibles and explosives; work supplementary to Fire Marshal and first deputy. Both deputies travel over the State addressing conventions, etc., in matters educational, concerning fire prevention.	1	5,000
Secretary (Exempt)..... General correspondence; supervision of finances and accounts; assigns clerical work; purchases supplies and attends to general administrative work.	1	3,000
Chief Engineer (Exempt)..... Supervises and passes on technical details involved in the reports of inspectors.	1	3,500
Cashier (7th Grade)..... Bookkeeper.	1	1,500
Auditor (6th Grade)..... Assists bookkeeper and prepares statement.	1	1,200
Clerk (6th Grade)..... Files documents and reports.	1	1,200
Stenographers (6th Grade) @ \$1,200..... Assigned to officers; conduct general correspondence of the department.	5	6,000
<b>2—Bureau of Inspection</b>		
<b>1—SUPERVISION OF INSPECTORS</b>		
Chief Inspector (Exempt)..... Supervision of all inspectors, assignments, etc.; has charge of statistical records of the department.	1	3,000
<b>2—BUILDING INSPECTIONS</b>		
Inspectors (6th Grade) @ \$1,200..... In the territory outside of New York City, the building inspectors cover all buildings of the State for protection against fire, means and adequacy of escape, condemnation of fire hazard, and building menaces.	13	15,600

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>DEPARTMENT OF STATE FIRE MARSHAL</b>		
<b>2—Bureau of Inspection</b>		
<b>3—BOILER INSPECTION</b>		
Inspectors (6th Grade).....	5	\$6,000
Inspect all boilers in the State, outside of Greater New York, carrying over ten pounds pressure, not inspected by casualty insurance companies.		
<b>4—INSPECTION OF EXPLOSIVES AND COMBUSTIBLES</b>		
Inspector (6th Grade).....	1	1,200
Inspects magazines containing high explosives as to protection, location and public safety, also places of storage and handling of inflammable volatile oils.		
<b>3—Ex-officio Assistants to Fire Marshal</b>		
Municipal fire marshals, the chiefs of fire departments of cities or county fire districts, the presidents of incorporated villages, the fire chiefs of incorporated villages and the clerks of towns without the limits of any incorporated village or city are ex-officio assistants to the State fire marshal. Their duties are to investigate the cause, origin and circumstances of every fire or explosion occurring within their districts and report to the State fire marshal. They inspect in outlying districts twice a year and in closely built portions four times a year all buildings, premises and public thoroughfares, except interiors of private dwellings, for conditions leading to fire hazard.		
Officials of cities under 75,000 population, counties, towns and villages.		
Officials paid by fees out of \$15,000 appropriation.....	1,500	....
Officials serving without fees (approximately).....	300	....

### STATE BOARD OF CANVASSERS

On or before the fifteenth day of December next following each general election, and within forty days after each special election, the Secretary of State shall call together the board to canvass the statements of the boards of county canvassers of such election. The board consists of five members, all ex-officio, viz.: the Secretary of State, Attorney-General, Comptroller, State Treasurer and the State Engineer and Surveyor. Three members shall constitute a quorum in the absence of which the Secretary of State shall notify the mayor and recorder of the city of Albany, who shall attend the meeting and constitute the board.

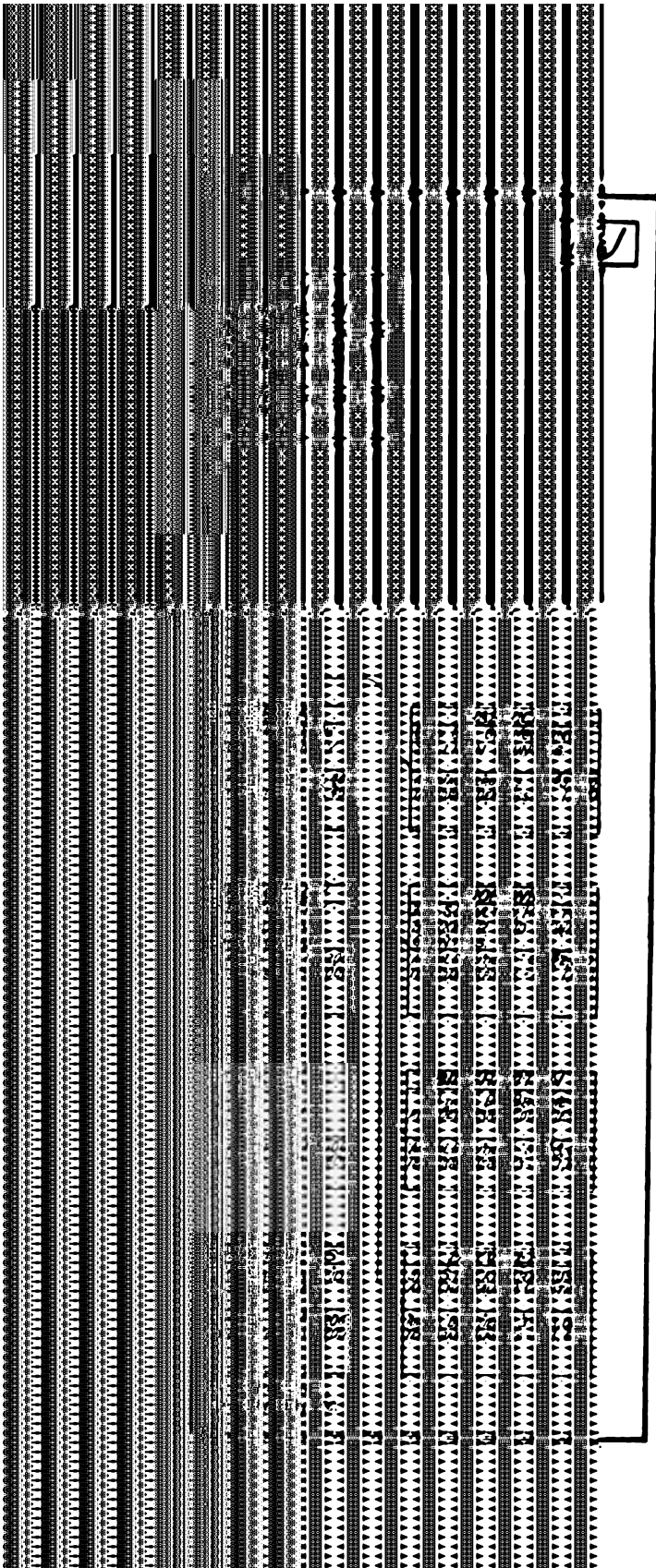
### VOTING MACHINE COMMISSION

A State board composed of three commissioners appointed by the Governor for the term of five years, without compensation. Any person or corporation owning or being interested in any voting machine may apply to this board, to examine and report on the accuracy and efficiency of such machine and its capacity to record the will of voters. If the report of the board is favorable, the machine may be adopted for use at elections.

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## STATE SUPERINTENDENTS OF ELECTIONS

Under chapter 17 of the Consolidated Laws, three State Superintendents of Elections are appointed by the Governor, by and with the advice and consent of the Senate, for a term of four years. They may appoint without nomination three chief deputies, a secretary and necessary clerks, stenographers and other employees; and may appoint not exceeding four hundred deputy superintendents and not more than one hundred and seventy-five additional deputies. Such State superintendents of elections and each deputy appointed by them shall possess and exercise all the powers vested in a sheriff, as a conservator of the peace. The function of all such superintendents is the enforcement of the provisions of the Election Laws. The superintendents are not ex-officio or otherwise members of other boards or bodies. By resolution August 7, 1911, one superintendent was appointed chairman at a meeting of all, but the three are of equal rank and authority under the statute.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—Divisional Offices.....	15	\$40,400
2—Senate District Offices.....	572	266,500
Total on annual pay-roll basis.....	587	\$306,900



TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE SUPERINTENDENTS OF ELECTIONS</b>		
<b>2—Senate District Offices</b>		
Control and direction of the verification of the qualifications of electors. Prevention of illegal registration and voting. Recording residences, deaths, disfranchisement and history of electors. Hearing challenges and alleged violations of the elective franchise. Conducting investigations. Receiving reports of hotel and lodging-house keepers as to voting residences of male census therein. Comparing signatures on registration and poll books. The deputy superintendents are charged with the general administration of the election laws in their several districts; their duties are defined by statute and are similar in all districts.		
<b>1—MINEOLA OFFICE</b>		
Embracing the 1st Senate district, comprising the counties of Nassau and Suffolk, containing 127 election districts, with registration of 49,191 electors.		
Annual Deputy Superintendents.....	1	\$1,200
Annual Deputy Superintendents.....	1	1,000
Temporary Deputy Superintendents @ \$5 per diem*.....	8	1,600
<b>2—NEW YORK OFFICE</b>		
Deputy Superintendent in charge of the City of Greater New York	1	1,500
Deputy Superintendent in charge of the Borough of Brooklyn..	1	1,500
Annual Deputy Superintendents, county of New York @ \$1,200	32	38,400
Annual Deputy Superintendents		
County of New York @ \$1,000.....	16	16,000
County of New York @ \$900.....	11	9,900
County of Bronx @ \$1,200.....	3	3,600
County of Bronx @ \$1,000.....	4	4,000
County of Bronx @ \$900.....	2	1,800
County of Kings @ \$1,200.....	11	13,200
County of Kings @ \$1,000.....	10	10,000
County of Kings @ \$900.....	5	4,500
County of Queens @ \$1,200.....	2	2,400
County of Queens @ \$900.....	2	1,800
Temporary Deputy Superintendents*		
County of New York @ \$5.00 per diem.....	89	17,800
County of Bronx @ \$5.00 per diem.....	10	2,000
County of Kings @ \$5.00 per diem.....	61	12,200
County of Queens @ \$5.00 per diem.....	12	2,400
<b>3—NYACK OFFICE</b>		
Embracing the 23rd Senate district, comprising the counties of Rockland and Richmond†, containing 33 election districts, in the county of Rockland, with registration of 27,955 electors.		

\* The maximum employment of Temporary Deputy Superintendents and other temporary employees is forty the majority do not serve full term.  
† Richmond county is under the supervision of the New York office.

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE SUPERINTENDENTS OF ELECTIONS</b>		
<b>2—Senate District Offices</b>		
<b>3—NYACK OFFICE — <i>Continued</i></b>		
Annual Deputy Superintendents.....	1	\$1,200
Annual Deputy Superintendents.....	1	1,000
Annual Deputy Superintendents.....	1	900
Temporary Deputy Superintendents @ \$5 per diem*.....	8	1,600
<b>4—MOUNT VERNON OFFICE</b>		
Embracing the 24th Senate district, comprising the county of Westchester, containing 150 election districts, with registration of 58,764 electors.		
Annual Deputy Superintendents @ \$1,200.....	2	2,400
Annual Deputy Superintendents @ \$900.....	2	1,800
Temporary Deputy Superintendents @ \$5 per diem*.....	12	2,400
<b>5—WARWICK OFFICE</b>		
Embracing the 25th Senate district, comprising the counties of Orange and Sullivan, containing 107 election districts, with registration of 39,076 electors.		
Annual Deputy Superintendents.....	1	1,200
Annual Deputy Superintendents @ \$900.....	2	1,800
Temporary Deputy Superintendents @ \$5 per diem*.....	8	1,600
<b>6—POUGHKEEPSIE OFFICE</b>		
Embracing the 26th Senate district, comprising the counties of Putnam, Dutchess and Columbia, containing 116 election districts, with registration of 39,797 electors.		
Annual Deputy Superintendents.....	1	1,200
Annual Deputy Superintendents.....	1	900
Temporary Deputy Superintendents @ \$5 per diem*.....	12	2,400
<b>7—KINGSTON OFFICE</b>		
Embracing the 27th Senate district, comprising the counties of Greene and Ulster, containing 107 election districts, with registration of 34,037 electors.		
Annual Deputy Superintendents.....	1	1,200
Annual Deputy Superintendents.....	1	1,000
Temporary Deputy Superintendents @ \$5 per diem*.....	6	1,200
<b>8—ALBANY OFFICE</b>		
Embracing the 28th Senate district, comprising the county of Albany, containing 132 election districts, with registration of 45,755 electors.		

\* The maximum employment of Temporary Deputy Superintendents and other temporary employees is forty days; the majority do not serve full term.

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE SUPERINTENDENTS OF ELECTIONS</b>		
<b>2—Senate District Offices</b>		
<b>8—ALBANY OFFICE — <i>Continued</i></b>		
Deputy Superintendent in charge.....	1	\$1,500
Annual Deputy Superintendents.....	1	1,200
Annual Deputy Superintendents.....	1	900
Temporary Deputy Superintendents @ \$5 per diem*.....	10	2,000
<b>9—TROY OFFICE</b>		
Embracing the 29th Senate district, comprising the county of Rensselaer, containing 88 election districts, with registration of 31,549 electors.		
Annual Deputy Superintendents.....	1	1,200
Annual Deputy Superintendents.....	1	1,000
Temporary Deputy Superintendents @ \$5 per diem*.....	6	1,200
<b>10—BALLSTON SPA OFFICE</b>		
Embracing the 30th Senate district, comprising the counties of Saratoga and Washington, containing 109 election districts, with registration of 32,231 electors.		
Annual Deputy Superintendents.....	1	1,200
Annual Deputy Superintendents.....	1	1,000
Temporary Deputy Superintendents @ \$5 per diem*.....	8	1,600
<b>11—SCHENECTADY OFFICE</b>		
Embracing the 31st Senate district, comprising the counties of Montgomery, Schenectady and Schoharie, containing 113 election districts, with registration of 43,275 electors.		
Annual Deputy Superintendents.....	1	1,200
Annual Deputy Superintendents.....	1	1,000
Temporary Deputy Superintendents @ \$5 per diem*.....	10	2,000
<b>12—MOHAWK OFFICE</b>		
Embracing the 32nd Senate district, comprising the counties of Fulton, Hamilton, Herkimer and Lewis, containing 127 election districts, with registration of 38,940 electors.		
Annual Deputy Superintendents.....	1	1,200
Annual Deputy Superintendents.....	1	1,000
Temporary Deputy Superintendents @ \$5 per diem*.....	8	1,600

\* The maximum employment of Temporary Deputy Superintendents and other temporary employees is forty days; the majority do not serve full term.

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>STATE SUPERINTENDENTS OF ELECTIONS</b>		
<b>2—Senate District Offices—Continued</b>		
<b>13—GLENS FALLS OFFICE</b>		
Embracing the 33rd Senate district, comprising the counties of Clinton, Essex and Warren, containing 96 election districts, with registration of 31,801 electors.		
Annual Deputy Superintendents.....	1	\$1,200
Annual Deputy Superintendents.....	1	1,000
Temporary Deputy Superintendents @ \$5 per diem*.....	6	1,200
<b>14—OGDENSBURG OFFICE</b>		
Embracing the 34th Senate district, comprising the counties of Franklin and St. Lawrence, containing 123 election districts, with registration of 34,842 electors.		
Annual Deputy Superintendents.....	1	1,200
Annual Deputy Superintendents @ \$900.....	2	1,800
Temporary Deputy Superintendents @ \$5 per diem*.....	6	1,200
<b>15—WATERTOWN OFFICE</b>		
Embracing the 35th Senate district, comprising the counties of Jefferson and Oswego, containing 141 election districts, with registration of 40,755 electors.		
Annual Deputy Superintendents.....	1	1,200
Annual Deputy Superintendents.....	1	1,000
Temporary Deputy Superintendents @ \$5 per diem*.....	8	1,600
<b>16—UTICA OFFICE</b>		
Embracing the 36th Senate district, comprising the county of Oneida, containing 106 election districts, with registration of 37,530 electors.		
Deputy Superintendent in charge.....	1	1,500
Annual Deputy Superintendents.....	1	1,200
Annual Deputy Superintendents.....	1	900
Temporary Deputy Superintendents @ \$5 per diem*.....	6	1,200
<b>17—NORWICH OFFICE</b>		
Embracing the 37th Senate district, comprising the counties of Chenango, Madison and Otsego, containing 135 election districts, with registration of 39,814 electors.		
Annual Deputy Superintendents.....	1	1,200
Annual Deputy Superintendents.....	1	1,000
Temporary Deputy Superintendents @ \$5 per diem*.....	8	1,600

\*The maximum employment of Temporary Deputy Superintendents and other temporary employees is forty days; the majority do not serve full term.

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>STATE SUPERINTENDENTS OF ELECTIONS</b>		
<b>2—Senate District Offices—Continued</b>		
<b>18—SYRACUSE OFFICE</b>		
Embracing the 38th Senate district, comprising the county of Onondaga, containing 134 election districts, with registration of 52,933 electors.		
Annual Deputy Superintendents.....	1	\$1,200
Annual Deputy Superintendents.....	1	1,000
Annual Deputy Superintendents.....	1	900
Temporary Deputy Superintendents @ \$5 per diem*.....	8	1,600
<b>19—BINGHAMTON OFFICE</b>		
Embracing the 39th Senate district, comprising the counties of Broome and Delaware, containing 124 election districts, with registration of 35,862 electors.		
Deputy Superintendent in charge.....	1	1,500
Annual Deputy Superintendents.....	1	1,200
Annual Deputy Superintendents.....	1	900
Temporary Deputy Superintendents @ \$5 per diem*.....	8	1,600
<b>20—CORTLAND OFFICE</b>		
Embracing the 40th Senate district, comprising the counties of Cayuga, Cortland and Seneca, containing 105 election districts, with registration of 34,790 electors.		
Annual Deputy Superintendents.....	1	1,200
Annual Deputy Superintendents.....	1	1,000
Temporary Deputy Superintendents @ \$5 per diem*.....	8	1,600
<b>21—ELMIRA OFFICE</b>		
Embracing the 41st Senate district, comprising the counties of Chemung, Schuyler, Tioga and Tompkins, containing 132 election districts, with registration of 39,053 electors.		
Annual Deputy Superintendents.....	1	1,200
Annual Deputy Superintendents @ \$900.....	2	1,800
Temporary Deputy Superintendents @ \$5 per diem*.....	10	2,000
<b>22—CANANDAIGUA OFFICE</b>		
Embracing the 42nd Senate district, comprising the counties of Ontario, Wayne and Yates, containing 107 election districts, with registration of 39,159 electors.		
Annual Deputy Superintendents.....	1	1,200
Annual Deputy Superintendents.....	1	1,000
Temporary Deputy Superintendents @ \$5 per diem*.....	6	1,200

\*The maximum employment of Temporary Deputy Superintendents and other temporary employees is forty days; the majority do not serve full term.

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>STATE SUPERINTENDENTS OF ELECTIONS</b>		
<b>2—Senate District Offices—Continued</b>		
<b>23—HORNELL OFFICE</b>		
Embracing the 43rd Senate district, comprising the counties of Steuben and Livingston, containing 92 election districts, with registration of 35,238 electors.		
Annual Deputy Superintendents.....	1	\$1,200
Annual Deputy Superintendents @ \$900.....	2	1,800
Temporary Deputy Superintendents @ \$5 per diem*.....	6	1,200
<b>24—FRIENDSHIP OFFICE</b>		
Embracing the 44th Senate district, comprising the counties of Allegany, Genesee and Wyoming, containing 84 election districts, with registration of 33,320 electors.		
Annual Deputy Superintendents.....	1	1,200
Annual Deputy Superintendents.....	1	1,000
Temporary Deputy Superintendents @ \$5 per diem*.....	6	1,200
<b>25—ROCHESTER OFFICE</b>		
Annual Deputy Superintendents @ \$1,200.....	2	2,400
Annual Deputy Superintendents @ \$1,000.....	2	2,000
Temporary Deputy Superintendents @ \$5 per diem*.....	12	2,400
<b>26—NIAGARA FALLS OFFICE</b>		
Embracing the 47th Senate district, comprising the counties of Niagara and Orleans, containing 83 election districts, with registration of 32,338 electors.		
Annual Deputy Superintendents.....	1	1,200
Annual Deputy Superintendents.....	1	1,000
Temporary Deputy Superintendents @ \$5 per diem*.....	6	1,200
<b>27—BUFFALO OFFICE</b>		
Controlling districts and counties enumerated under Buffalo divisional office.		
Annual Deputy Superintendents @ \$1,200.....	3	3,600
Annual Deputy Superintendents @ \$1,000.....	3	3,000
Temporary Deputy Superintendents @ \$5 per diem*.....	20	4,000
<b>28—MAYVILLE OFFICE</b>		
Embracing the 51st Senate district, comprising the counties of Cattaraugus and Chautauqua, containing 132 election districts, with registration of 45,430 electors.		
Annual Deputy Superintendents.....	1	1,200
Annual Deputy Superintendents @ \$900.....	2	1,800
Temporary Deputy Superintendents @ \$5 per diem*.....	8	1,600

\* The maximum employment of Temporary Deputy Superintendents and other temporary employees is forty days; the majority do not serve full term.



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MORTGAGE TAX.  
EMPLOYEES 12 \$2,000

General supervision  
over all recording  
officers and audit-  
ing accounts in the  
matter of taxes  
on mortgages.





**BOARD OF TAX COMMISSIONERS**

Supervision of local tax officials. Visit every county biennially, to inquire into methods of assessment. Approve assessment maps for cities and towns. Determine appeals in county equalizations. Annually fix and determine values of special franchise property and equalize the same with other real property in the city, town or village in which special franchise property is located. Supervise the workings of the Mortgage Tax Law, audit mortgage tax moneys and examine the records of county clerks and registers in connection with same. The members of this Board are members of the State Board of Equalization and prepare data and information on which State equalization table is adopted.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—General Administration.....	5	\$24,600
2—Tax Division.....	45	107,100
3—Office Division.....	18	22,500
Total on annual pay-roll basis.....	68	\$154,200

DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>BOARD OF TAX COMMISSIONERS</b>		
1—General Administration.....	5	\$24,600
2—Tax Division		
1—ADMINISTRATION.....	3	8,100
2—SPECIAL FRANCHISE TAX BUREAU		
1—Telegraph, Telephone and Cable Companies.....	6	14,500
2—Electric, Gas and Water, Light, Heat and Power Companies.....	5	12,100
3—Steam Railroad Companies.....	5	11,600
3—EQUALIZATION BUREAU.....	13	30,600
4—LITIGATION BUREAU.....	1	2,100
5—MORTGAGE TAX BUREAU.....	12	28,100
3—Office Division		
1—STATISTICS.....	2	3,300
2—FILING.....	4	4,800
3—GENERAL.....	12	14,400

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>BOARD OF TAX COMMISSIONERS</b>		
<b>1—General Administration</b>		
<b>Commissioners @ \$6,000 (Unclassified)</b> ..... A board of three, one of whom is the chairman, is appointed by the Governor, with the advice and consent of the Senate, for term of three years. The board is charged with the administration of the Tax Law; supervises its operation and conducts hearings on matters pertaining thereto.	3	\$18,000
<b>Secretary (Exempt)</b> ..... Executive officer of the board; in charge of entire conduct of office. Personal supervision of salary accounts and other moneys spent by the department.	1	4,800
<b>Confidential Secretary to the Chairman (Exempt)</b> ..... Accompanies the chairman on official business to the different parts of the State. Attends to correspondence directed to the chairman of the commission.	1	1,800
<b>2—Tax Division</b>		
<b>1—ADMINISTRATION</b>		
<b>Assistant Secretary and Law Clerk (11th Grade)</b> ..... Acts as counsel to the Board and has charge of all litigation of the special franchise and mortgage tax bureaus. General correspondence, more particularly that with local tax officials. Supervision of field work of special agents and auditors. Edits publications of the board. In charge of investigation of rate of assessment of real property throughout the State.	1	4,500
<b>Stenographer (8th Grade)</b> ..... Official stenographer; reports hearings; assists in editing publications of the board.	1	1,800
<b>Stenographer (8th Grade)</b> ..... Confidential stenographer to the board; secretary to secretary and assistant secretary.	1	1,800
<b>2—SPECIAL FRANCHISE TAX BUREAU</b>		
Valuation for general tax purposes of property in streets, highways and other public place, termed special franchises. Owners of such property are required to make an annual report to the board which, with whatever investigation may be necessary, becomes the basis for the valuation.		
<b>1—Telegraph, Telephone and Cable Companies</b>		
<b>Confidential Expert Appraiser (Exempt)</b> ..... In charge of this Bureau. Examines reports of corporations and individuals owning taxable special franchise property. Prepares estimates of telephone and telegraph property to be valued by the board.	1	4,000
<b>Special Agent (Exempt)</b> ..... Examines in the field the special franchise property and assists in the office in the computation of values of such property.	1	2,700

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>BOARD OF TAX COMMISSIONERS</b>		
<b>2—Tax Division</b>		
<b>2—SPECIAL FRANCHISE TAX BUREAU</b>		
<b>1—Telegraph, Telephone and Cable Companies—Continued</b>		
Special Agent (Exempt).....	1	\$2,400
Examines in the field the special franchise property and assists in the office in the computation of values of such property.		
Special Agent (Exempt) @ \$2,100.....	2	4,200
Examines in the field the special franchise property and assists in the office in the computation of values of such property.		
Stenographer (6th Grade).....	1	1,200
Stenographic work of this Bureau.		
<b>2—Electric, Gas and Water, Light, Heat and Power Companies</b>		
Expert Examiner of Special Franchises (Exempt).....	1	4,000
In charge of this Bureau. Examines reports of corporations and individuals owning taxable special franchise property. Prepares estimates of electrical, gas and water property to be valued by the board.		
Confidential Special Agent (Exempt).....	1	2,700
Examines in the field the special franchise property and assists in the office in the computation of values of such property.		
Confidential Special Agent (Exempt) @ \$2,100.....	2	4,200
Examine in the field the special franchise property and assist in the office in the computation of values of such property.		
Stenographer (6th Grade).....	1	1,200
Correspondence and record work in Bureau.		
<b>3—Steam Railroad Companies</b>		
Expert Examiner of Special Franchises (Exempt).....	1	4,000
In charge of this Bureau. Examines reports of corporations and individuals owning taxable special franchise property. Prepares estimates of steam railroad property to be valued by the board.		
Confidential Special Agent (Exempt).....	1	2,400
Examines in the field the special franchise property and assists in the office in the computation of values of such property.		
Confidential Special Agent (Exempt) @ \$2,100.....	2	4,200
Examines in the field the special franchise property and assist in the office in the computation of values of such property.		
Typewriter Copyist (6th Grade).....	1	1,000
Typist.		

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>BOARD OF TAX COMMISSIONERS</b>		
<b>2—Tax Division</b>		
<b>3—EQUALIZATION BUREAU</b>		
In charge of law clerk; employed in making investigations as to rates of assessment on real property in the cities, towns and villages of the State; examining sales where actual consideration is shown, foreclosure sales and sales through the Surrogate's Court, purchase money mortgages; interviewing local assessors and examining their assessment-rolls; gathering and collating taxation facts generally from local sources.		
Confidential Special Agent (Exempt) .....	1	\$3,000
Confidential Special Agent (Exempt) @ \$2,400 .....	9	21,600
Confidential Special Agent (Exempt) @ \$2,100 .....	2	4,200
Confidential Special Agent (Exempt) .....	1	1,800
<b>4—LITIGATION BUREAU</b>		
Confidential Special Agent (Exempt) .....	1	2,100
Makes investigations in the field as to property values in dispute; reports on same to assistant secretary, who consults with Attorney-General when necessary.		
<b>5—MORTGAGE TAX BUREAU</b>		
Confidential Mortgage Tax Examiner (Exempt) .....	1	4,000
Investigates apparent or suspected irregularities and discrepancies in recording officers' accounts.		
Auditor (Exempt) @ \$4,000 .....	2	8,000
Auditor (Exempt) @ \$2,500 .....	2	5,000
Auditor (Exempt) @ \$1,800 .....	4	7,200
Examines the mortgage tax record in the several counties of the State. Audit accounts of mortgage tax moneys received by recording officers. Prepare for submission to the board cases requiring apportionment and passing upon all legal questions regarding taxation of mortgages.		
Clerk (7th Grade) .....	1	1,500
In charge of records and assists in making apportionments.		
Stenographer (6th Grade) @ \$1,200 .....	2	2,400
Correspondence and typing.		
<b>3—Office Division</b>		
<b>1—STATISTICAL</b>		
Statistician (10th Grade) .....	1	2,400
In charge of work in the preparation of tax statistics and the annual report to the Legislature.		
Junior Clerk (5th Grade) .....	1	900
Assists in the preparation of statistics.		

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>BOARD OF TAX COMMISSIONERS</b>		
<b>3—Office Division</b>		
<b>2—FILING</b>		
Filing Clerk (7th Grade).....	1	\$1,400
In charge of filing corporation reports, correspondence and all other departmental documents.		
Clerk (6th Grade) @ \$1,200.....	2	2,400
Assist in above work.		
Confidential File and Index Clerk (6th Grade).....	1	1,000
Assists in above work.		
<b>3—GENERAL</b>		
Chief Clerk (11th Grade).....	1	3,000
In immediate charge of clerical and stenographic force, has particular charge of certifying special franchise valuations and keeping records pertaining to same.		
Bookkeeper (8th Grade).....	1	1,800
In immediate charge of getting out special franchise certificates to corporations and local officials.		
Junior Statistician and Bookkeeper (8th Grade).....	1	1,800
In charge of valuation sheets and corporation records.		
Stenographer (5th Grade) @ \$900.....	2	1,800
General stenographic work on correspondence.		
Typewriter Copyist (5th Grade) @ \$900.....	5	4,500
Writing special franchise certificates, general stenographic and clerical work.		
Messenger (3d Grade).....	1	600
General office assistant, errands and delivering messages.		
Watchman.....	1	900
Care of special franchise and office records after regular business hours.		



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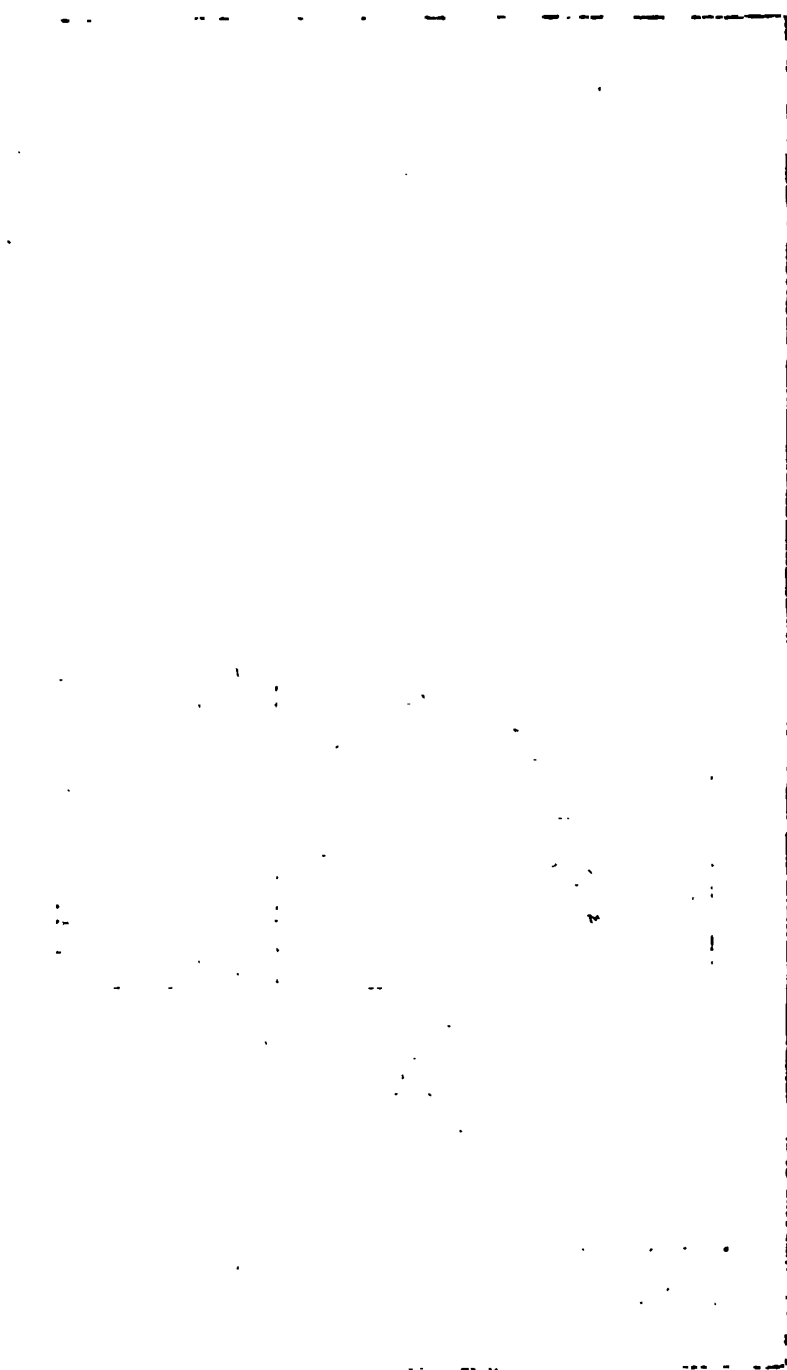
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**STATE WORKMEN'S COMPENSATION COMMISSION**

The Workmen's Compensation Law, chapter 41, Laws of 1914, passed under an amendment to the Constitution, provided for compensation for injuries sustained or death incurred by employees engaged in hazardous employments and created a commission consisting of six commissioners; five appointed by the Governor, by and with the advice and consent of the Senate; and the Commissioner of Labor, ex-officio, but not privileged to vote on orders or awards. The commission is directed and empowered to provide and regulate the collection, maintenance and disbursement of the State Insurance fund, the kind and character of notices and the service thereof in case of accident and injury to employees and the nature and extent of the proofs and evidence and the method of taking and furnishing the same; to establish the right to compensation; to prescribe the forms of application for those claiming to be entitled to compensation, method of making investigations, physical examinations and inspections, time within which adjudications and awards shall be made; conduct hearings and investigations of injuries; and the giving of undertakings by all subordinates who are empowered to receive and disburse moneys, to be approved by the Attorney-General as to form and by the Comptroller as to sufficiency.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—General Administration.....	*22	\$74,520
2—Secretary's Office.....	85	141,080
3—Legal Department.....	8	18,900
4—Bureau of Claims and Adjustments.....	90	92,580
5—Medical Bureau.....	5	10,800
6—Policy Filing Department.....	23	20,100
7—Bureau of Accounts.....	22	28,640
8—Bureau of State Insurance Fund.....	61	84,380
9—Inspection Department.....	7	12,700
10—Bureau of Actuary.....	7	14,730
11—Statistical Bureau.....	7	6,800
Total on annual pay-roll basis.....	337	\$505,230

\* In addition to the number here shown one commissioner serves ex-officio without compensation.

DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>STATE WORKMEN'S COMPENSATION COMMISSION</b>		
<b>1—General Administration</b>		
1—OFFICE OF THE COMMISSIONERS.....	*18	\$61,400
2—OFFICE OF THE GENERAL MANAGER.....	4	13,120
<b>2—Secretary's Office</b>		
1—ADMINISTRATION.....	29	40,480
2—DISTRICT OFFICES		
1—Supervision.....	1	4,000
2—New York City, 29 Broadway Office.....	4	8,200
3—New York City, 171 Madison Avenue Office.....	7	11,800
4—Bronx Office.....	5	9,400
5—Brooklyn Office.....	6	11,200
6—Poughkeepsie Office.....	5	8,800
7—Albany Office.....	7	11,800
8—Syracuse Office.....	7	11,800
9—Rochester Office.....	7	11,800
10—Buffalo Office.....	7	11,800
<b>3—Legal Department.....</b>	8	18,900
<b>4—Bureau of Claims and Adjustments.....</b>	90	92,580
<b>5—Medical Bureau.....</b>	5	10,800
<b>6—Policy Filing Department.....</b>	23	20,100
<b>7—Bureau of Accounts.....</b>	22	28,640
<b>8—Bureau of State Insurance Fund.....</b>	61	84,380
<b>9—Inspection Department.....</b>	7	12,700
<b>10—Bureau of Actuary.....</b>	7	14,730
<b>11—Statistical Bureau.....</b>	7	6,800
Total on annual pay-roll basis.....	337	\$505,230

\* In addition to the number here shown one commissioner serves ex-officio without compensation.

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE WORKMEN'S COMPENSATION COMMISSION</b>		
<b>1—General Administration</b>		
<b>1—OFFICE OF THE COMMISSIONERS</b>		
Chairman (Unclassified) . . . . .	1	\$10,000
Commissioner (Appointed) @ \$7,000 (Unclassified) . . . . .	4	28,000
Commissioner (Ex-officio) . . . . .	...	...
General executive duties.		
Private Secretary (Exempt) @ \$2,500 . . . . .	6	15,000
Receive callers; handle correspondence of commissioners, etc.		
Confidential Stenographer (Exempt) @ \$1,200 . . . . .	6	7,200
Stenographic and typewriting work peculiar to the offices of the commis- sioners; filing, indexing, etc.		
Confidential Attendant (Exempt) . . . . .	1	1,200
Title indicates nature of employment.		
<b>2—OFFICE OF GENERAL MANAGER</b>		
General Manager and Chief Statistician . . . . .	1	10,000
Title indicates nature of employment.		
Stenographer (7th Grade) . . . . .	1	1,500
Stenographer (6th Grade) . . . . .	1	1,200
Dictation and typewriting; filing, etc.		
Page (2nd Grade) . . . . .	1	420
General messenger duties.		
<b>2—Secretary's Office</b>		
<b>1—ADMINISTRATION</b>		
Secretary . . . . .	1	5,000
Maintains a full and true record of all proceedings, of all documents or papers ordered filed, of decisions or orders made by the commissioners or deputy commissioners and of all decisions or orders made and confirmed by the commission and ordered filed; is responsible to the commission for the safe custody and preservation of all such documents at its office; designates from time to time, with the approval of the commission, one of the clerks to exercise the powers and duties of the secretary during his absence; under the direction of the commission has general charge of its office, superintends its clerical business, and performs such other duties as may be prescribed.		
Assistant Secretary (Exempt) @ \$3,500 (One Vacancy) . . . . .	3	10,500
(1) Assistant to secretary; purchasing agent; has direct charge of deal- ings with Civil Service Commission and State Comptroller; (2) assistant to secretary in charge of the physical property of the commission and general deportment of employees and condition of offices; (3) vacant.		
Confidential Investigator (Exempt) . . . . .	1	3,500
Title indicates duties.		

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE WORKMEN'S COMPENSATION COMMISSION</b>		
<b>2—Secretary's Office</b>		
<b>1—ADMINISTRATION — <i>Continued</i></b>		
Stenographer (7th Grade) .....	1	\$1,500
Stenographer (6th Grade) .....	1	1,200
Stenographer (5th Grade) @ \$900 .....	8	7,200
Stenographic and typewriting work peculiar to secretary's office; filing.		
Clerk (6th Grade) @ \$1,200 .....	4	4,800
Clerk (5th Grade) .....	1	900
Send notices of awards to insurance carriers; have custody of stationery and supplies; receive, open and distribute mail; forward outgoing mail; keep general office records.		
Telephone Operator (5th Grade) @ \$750 .....	2	1,500
Page (2nd Grade) @ \$420 .....	4	1,680
Laborer-Porter (5th Grade) @ \$900 .....	3	2,700
Duties indicated by title.		
<b>2—DISTRICT OFFICES</b>		
Under the supervision of a deputy commissioner at large. Nine deputy commissioners are in charge of the nine district offices, whose functions are defined by statute. The duties of deputy commissioners consist in conducting hearings, proving claims and holding investigations under the direction of the commissioners.		
<b>1—Supervision</b>		
Deputy Commissioner-at-Large .....	1	4,000
General administration of nine district offices.		
<b>2—Office, 29 Broadway, New York City</b>		
Deputy Commissioner (Exempt) .....	1	4,000
Assistant Deputy (Exempt) .....	1	1,800
Stenographer (6th Grade) .....	1	1,200
Interpreter (6th Grade) .....	1	1,200
<b>3—Office, 171 Madison Avenue, New York City.</b>		
Deputy Commissioner (Exempt) .....	1	4,000
Assistant Deputies (Exempt) @ \$1,800 .....	2	3,600
Stenographer (7th Grade) .....	1	1,500
Interpreter (6th Grade) .....	1	1,200
Stenographer (5th Grade) .....	1	900
Junior Clerk (3rd Grade) .....	1	600
<b>4—Bronx Office</b>		
Deputy Commissioner (Exempt) .....	1	4,000
Assistant Deputy (Exempt) .....	1	1,800

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>STATE WORKMEN'S COMPENSATION COMMISSION</b>		
<b>2—Secretary's Office</b>		
<b>2—DISTRICT OFFICES</b>		
<b>4—Bronx Office—Continued</b>		
Stenographer (7th Grade).....	1	\$1,500
Stenographer (5th Grade).....	1	900
Interpreter (6th Grade).....	1	1,200
<b>5—Brooklyn Office</b>		
Deputy Commissioner (Exempt).....	1	4,000
Assistant Deputy (Exempt) @ \$1,800.....	2	3,600
Stenographer (7th Grade).....	1	1,500
Stenographer (5th Grade).....	1	900
Interpreter (6th Grade).....	1	1,200
Underwriting Clerk.....	.....	.....
<b>6—Poughkeepsie Office</b>		
Deputy Commissioner (Exempt).....	1	4,000
Assistant Deputy.....	1	1,800
Stenographer (6th Grade).....	1	1,200
Junior Clerk (3rd Grade).....	1	600
Interpreter (6th Grade).....	1	1,200
<b>7—Albany Office</b>		
Deputy Commissioner (Exempt).....	1	4,000
Assistant Deputy (Exempt) @ \$1,800.....	2	3,600
Stenographer (7th Grade).....	1	1,500
Interpreter (6th Grade).....	1	1,200
Stenographer (5th Grade).....	1	900
Junior Clerk (3rd Grade).....	1	600
Underwriting Clerk.....	.....	.....
<b>8—Syracuse Office</b>		
Deputy Commissioner (Exempt).....	1	4,000
Assistant Deputy (Exempt) @ \$1,800.....	2	3,600
Stenographer (7th Grade).....	1	1,500
Interpreter (6th Grade).....	1	1,200
Stenographer (5th Grade).....	1	900
Junior Clerk (3rd Grade).....	1	600
Underwriting Clerk.....	.....	.....
<b>9—Rochester Office</b>		
Deputy Commissioner (Exempt).....	1	4,000
Assistant Deputy (Exempt) @ \$1,800.....	2	3,600
Stenographer (7th Grade).....	1	1,500
Interpreter (6th Grade).....	1	1,200
Stenographer (5th Grade).....	1	900
Junior Clerk (3rd Grade).....	1	600
Underwriting Clerk.....	.....	.....

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE WORKMEN'S COMPENSATION COMMISSION</b>		
<b>2—Secretary's Office</b>		
<b>2—DISTRICT OFFICES — <i>Continued</i></b>		
<b>10—Buffalo Office</b>		
Deputy Commissioner (Exempt).....	1	\$4,000
Assistant Deputy (Exempt) @ \$1,800.....	2	3,600
Stenographer (7th Grade).....	1	1,500
Interpreter (6th Grade).....	1	1,200
Stenographer (5th Grade).....	1	900
Junior Clerk (3rd Grade).....	1	600
Underwriting Clerk.....	.....	.....
The fifteen assistant deputies act as assistants to deputy commissioners. Underwriting clerks paid from the State Insurance Fund. Stenographers take testimony in hearings and investigations; general secretarial duties; stenographic and typewriting work peculiar to district offices. Interpreters and junior clerks, duties indicated by title.		
<b>3—Legal Department</b>		
Counsel (Exempt).....	1	7,000
Legal advisor of the department.		
Assistant Counsel (Exempt).....	1	3,500
Assistant Counsel (Exempt).....	1	3,000
Assistants to counsel.		
Confidential Stenographer (Exempt).....	1	1,200
Title indicates duties.		
Stenographer (7th Grade).....	1	1,500
Stenographer (5th Grade) @ \$900.....	3	2,700
Stenographic and typewriting work peculiar to the Legal Bureau.		
<b>4—Bureau of Claims and Adjustments</b>		
The claim department is engaged entirely in the prepara- tion of claims of injured employees for compensation and award under the terms of the Workmen's Compensation Law. This includes filing of notices, sending of forms to complete claims, filing, indexing and docketing of all papers, examination of testimony for sufficient proof and prepara- tion of claims for presentation to commission, etc.		
Chief of Claims (Exempt).....	1	4,000
General administration of Bureau.		
Examiner of Claims (Exempt).....	1	2,000
First assistant to chief.		
Examiner of Claims (Exempt).....	1	2,000
In charge of the correspondence of the Bureau		

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE WORKMEN'S COMPENSATION COMMISSION</b>		
<b>4—Bureau of Claims and Adjustments—Continued</b>		
Examiner of Claims (Exempt) @ \$2,000.....	2	\$4,000
Assistant Examiner of Claims (6th Grade) @ \$1,200..... Examination of claims, calculated awards, etc.	10	12,000
Investigator of Claims (6th Grade) @ \$1,200..... Engaged in investigation of claims; secure testimony in cases where testimony on file is insufficient, faulty or shows evidence of fraud.	14	16,800
Clerk (6th Grade) @ \$1,200.....	3	3,600
Clerk (6th Grade) @ \$1,000.....	3	3,000
Clerk (5th Grade) @ \$900..... General clerical work.	6	5,400
Index and Filing Clerk (5th Grade) @ \$900..... Title indicates duties.	8	7,200
Interpreter (5th Grade) @ \$900..... Assist foreigners to fill out claim papers; explain requirements, etc.	6	5,400
Stenographer (5th Grade) @ \$900..... Dictation and correspondence.	11	9,900
Typewriter Copyist (8th Grade) @ \$780..... Typewriting peculiar to the Bureau.	20	15,600
Page (2nd Grade) @ \$420..... Title indicates duties.	4	1,680
<b>5—Medical Bureau</b>		
Medical Advisor to State Insurance Fund..... Passes upon physicians' bills in claims for compensation; makes physical examination of claimants under the compensation law for the purpose of determining the nature and extent of injuries upon which claims are based.	1	4,000
Medical Examiner (12th Grade).....	1	3,000
Medical Examiner (9th Grade)..... Make physical examinations for the Bureau of Claims and Adjustments.	1	2,000
Stenographer (5th Grade) @ \$900..... Stenographic and typewriting work peculiar to the Medical Bureau.	2	1,800
<b>6—Policy Filing Department</b>		
Examiner of Insurance Policies @ \$1,500.....	2	3,000
Filing Clerk (7th Grade).....	1	1,500
Typewriter Copyist (5th Grade) @ \$780..... Duties indicated by titles.	20	15,600
<b>7—Bureau of Accounts</b>		
Cashier..... Has general charge of the Bureau; custodian of securities filed with the commission as prescribed by law; treasurer of the State Insurance Fund; in this connection receives premium payments and deposits from stock or mutual insurance carriers and self insurers; issues warrants in payment of awards; has charge of payrolls and expense accounts.	1	4,000



TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE WORKMEN'S COMPENSATION COMMISSION</b>		
<b>7—Bureau of Accounts—Continued</b>		
Assistant Cashier (Exempt) . . . . . Assists cashier in routine work.	1	\$2,500
Accountant (8th Grade) . . . . . In charge of books of cashier's office.	1	1,800
Head Bookkeeper (10th Grade) . . . . .	1	2,400
Bookkeeper (6th Grade) @ \$1,200 . . . . . Titles indicate nature of employment.	7	8,400
Clerk (6th Grade) @ \$1,000 . . . . . General clerical work.	6	6,000
Stenographer (5th Grade) @ \$900 . . . . .	3	2,700
Page (2nd Grade) @ \$420 . . . . .	2	840
<b>8—Bureau of State Insurance Fund</b>		
Manager (Exempt) . . . . . Is manager of the State Insurance Fund, one of the four alternative plans of insurance provided by statute to be administered by the commission proper.	1	7,000
Assistant Manager (Exempt) . . . . . Title indicates nature of employment.	1	4,000
Chief Pay-roll Auditor (10th Grade) . . . . .	1	2,400
Accountant (8th Grade) . . . . . In charge of books of State Insurance Fund.	1	1,800
Underwriting Clerks (8th Grade) @ \$1,800 . . . . .	9	16,200
Underwriting Clerks (7th Grade) @ \$1,500 . . . . .	7	10,500
Underwriting Clerks (6th Grade) @ \$1,200 . . . . . Rating of risks, computation of premiums, auditing payrolls and keeping of accounts.	2	2,400
Bookkeepers (6th Grade) @ \$1,200 . . . . .	6	7,200
Pay-roll Auditors (6th Grade) @ \$1,200 . . . . . Titles indicate nature of their employment.	12	14,400
Filing Clerk (6th Grade) . . . . .	1	1,200
Filing Clerk (5th Grade) @ \$900 . . . . . File policies, correspondence, etc.	2	1,800
Stenographer (6th Grade) . . . . .	1	1,200
Stenographer (5th Grade) @ \$900 . . . . . General stenographic and typewriting work.	8	7,200
Typewriter Copyist (5th Grade) @ \$780 . . . . . Typewriting peculiar to the State Insurance Fund.	5	3,900
Clerk (5th Grade) @ \$900 . . . . . General office work.	2	1,800

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>STATE WORKMEN'S COMPENSATION COMMISSION</b>		
<b>8—Bureau of State Insurance Fund—Continued</b>		
Multigraph Operator (5th Grade)..... Title indicates duties.	1	\$900
Page (2nd Grade)..... Errands, etc.	1	480
<b>9—Inspection Department</b>		
Inspector of Risks and Safety Engineer (Exempt)..... In charge of inspection division.	1	4,000
Safety Inspectors (7th Grade) @ \$1,500..... Title indicates nature of employment.	5	7,500
Stenographer (6th Grade)..... Correspondence, dictation and general office work	1	1,200
<b>10—Bureau of Actuary</b>		
Actuary (Exempt)..... Advisor of the department as to proper rates governing the State Insurance Fund; calculates the value of awards and analyzes the experience of the State Insurance Fund with a view to modification of rates.	1	6,000
Assistant Actuary..... Assistant to the actuary in work of the Bureau.	1	1,950
Statistical Clerk (7th Grade) @ \$1,500.....	2	3,000
Statistical Clerk (7th Grade).....	1	1,380
Statistical Clerk (6th Grade)..... Title indicates nature of employment.	1	1,200
Stenographer (6th Grade)..... Stenographic and typewriting work.	1	1,200
<b>11—Statistical Bureau</b>		
Chief Statistician..... General administration of Bureau.	.....	.....
Head Clerk (6th Grade)..... In charge of office routine.	1	1,200
Digest Clerk (6th Grade) @ \$1,000.....	2	2,000
Checking and Tabulating Clerk (5th Grade) @ \$900.....	2	1,800
Operator of Punches (5th Grade) @ \$900..... Titles indicate duties.	2	1,800

**EM**

**INSTITUTE FOR THE STUDY  
OF MALIGNANT DISEASES**

**DIRECTOR - 1 - \$6,000.**  
**EMPLOYEES - 3 - 2,600.**

*Direction and supervision of research into cause, nature, mortality rate, prevention and cure of malignant diseases and the care and treatment of hospital patients.*

**MEDICAL AND  
RESEARCH SERVICE**

**DIRECTOR (SEE ABOVE)**  
**EMPLOYEES - 13 - \$14,220**

*Medical and research work in control and treatment of malignant diseases.*

**NURSING SERVICE**

**SUPT. OF NURSES 1 \$1,100.**  
**NURSES - 6 - \$3,600.**  
**(2 VACANCIES)**

*Routine nursing care of hospital patients.*

**FOOD SERVICE**

**COOK 1 \$480.**  
**EMPLOYEES 5 \$1,104.**

*Preparation and serving of food for hospital patients and employees.*

**BUILDINGS  
AND GROUNDS**

**HOUSE KEEPER (SUPT. OF NURSES)**  
**EMPLOYEES 12 \$5,772.**

*General labor about institution and grounds*

**INSTITUTE FOR THE STUDY OF MALIGNANT DISEASES**

The object of this institute is to examine into the cause, nature, mortality rate, treatment, prevention, and cure of cancer and allied diseases and to receive into its hospital and care for as patients cases of cancer and allied diseases free of charge. The general management and control of the institute is vested in a board of trustees consisting of seven members, including the state commissioner of health, ex officio.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—Administration .....	4	\$8,600
2—Medical and Research Service .....	13	18,220
3—Nursing Service.....	7	4,700
4—Kitchen Service.....	6	1,584
5—Service in Care of Buildings, Grounds, Etc.....	12	5,772
Total on annual pay-roll basis.....	42	\$38,876

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>INSTITUTE FOR THE STUDY OF MALIGNANT DISEASES</b>		
<b>1—Administration</b>		
Director (Exempt) . . . . . Acts as executive head of the institution, appoints members of staff with approval of board of trustees. Has complete charge of Research activities of the institute.	1	\$6,000
Secretary (7th Grade) . . . . . Has charge of accounts and all clerical work of the institute.	1	1,400
Skilled Helper (Non-competitive) . . . . . Keeps hospital records and has charge of library.	1	780
Skilled Helper (Non-competitive) . . . . . Assists in keeping of institute records and accounts.	1	420
<b>2—Medical and Research Service</b>		
Director See administration No. 1.		
Chemist (11th Grade) . . . . . Chemical and physical research work	1	3,000
Pathologist . . . . . Makes examination of specimens for pathological study. Performs experimental pathological work on animals.	1	3,000
Biologist (11th Grade) . . . . . In charge of breeding experiments in animals and special work in investigation of disease in lower animals.	1	2,500
Internist (9th Grade) . . . . . In charge of care of patients in hospital and chemical work. Scientific study of disease of hospital patients.	1	2,000
Photo Chemist (7th Grade) . . . . . Has charge of radiographic work, photography, and micro photography.	1	1,300
Interne (Non-competitive) . . . . . Assists internes in routine chemical work having to do with hospital patients.	1	600
Statistician . . . . . Performs statistical work in study of statistics of cancer in the State at large and in special localities.	1	600
Skilled Helper (Non-competitive) . . . . . Assists the chemist engaged in biological chemical study and research.	1	1,200
Skilled Helper (Non-competitive) . . . . . In charge of fish used for experimental purposes. Assists in experimental work.	1	1,080
Skilled Helper (Non-competitive) . . . . . Performs routine chemical laboratory work in examination of specimens.	1	900

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>INSTITUTE FOR THE STUDY OF MALIGNANT DISEASES</b>		
<b>2—Medical and Research Service—Continued</b>		
Skilled Helper (Non-competitive) @ \$720..... Prepares material for microscopic examination.	2	\$1,440
Skilled Helper (Non-competitive)..... Does routine chemical laboratory work.	1	600
<b>3—Nursing Service</b>		
Superintendent of Nurses (6th Grade)..... Combines the duties of head nurse and housekeeper.	1	1,100
Nurses (3rd Grade) @ \$600..... Routine nursing only in care of patients in hospital.	4	2,400
Nurses (3rd Grade) @ \$600 (Vacancies).....	2	1,200
<b>4—Kitchen Service</b>		
Cook (Non-competitive)..... Prepares and serves food for patients and employees.	1	480
Maid.....	1	240
Maids @ \$216.....	4	864
<b>5—Service in Care of Building, Grounds, Etc.</b>		
Superintendent of Nurses. See Nursing Service No. 3. Acts as housekeeper in charge of cook, maids, cleaners, etc.		
Mechanic (Non-competitive)..... Has care of all machinery of institutional plant.	1	840
Laborer @ \$720..... Foreman of boilers in daytime; in charge of animals and grounds at biological station.	2	1,440
Laborer..... Foreman of boilers at night.	1	660
Laborer (Vacancy).....	1	600
Laborer @ \$480..... Cleans laboratory building; cleans glassware and instruments in operating room.	2	960
Laborer..... Cleans glassware and instruments in operating room.	1	360
Laborer..... Acts as hospital porter.	1	264
Laborer @ \$216..... General cleaning in hospital: general labor on grounds and enclosures at biological station.	3	648



NEW YORK STATE		EN
NEW YORK		
<b>SUNDS AND OFFICES</b>		
STATE	<b>BOARD OF PORT WARDENS</b>	
WEEK	PORT WARDENS - 10 - FEES.	
SUPER	EMPLOYEES - 2 - \$4,000.	
EMPL	Survey all incoming vessels and cargoes and report on the amount and cause of any damage, which may have been incurred. Have general supervision over the Hell Gate pilots making all rules and regulations, recommending appointments, hearing charges etc.	
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	<b>HELL GATE PILOTS</b>	
	PILOTS 23 FEES.	
	Afford safe pilotage to vessels through the channel of the East River known as Hell Gate.	
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	<b>RACING COMMISSION</b>	
	COMMISSIONERS 3 <small>WITHOUT COMPENSATION</small>	
	SECRETARY 1 \$2,500	
	Has jurisdiction over all racing or steeple-chase corporations. Issues and revokes licenses and supervises collection of 5% of gross receipts.	

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FORM 2  
 MAY 1962 EDITION  
 GSA GEN. REG. NO. 27  
 (41 CFR 101-11.6)

# UNITED STATES GOVERNMENT

## STANDARD FORM NO. 64

### OFFICIAL BUSINESS PUNISHMENT

1. NAME OF AGENCY OR OFFICE

2. ADDRESS

3. CITY AND STATE

4. ZIP CODE

5. NAME OF OFFICIAL

6. TITLE

7. ORGANIZATION

8. ADDRESS

9. CITY AND STATE

10. ZIP CODE

11. DATE OF BIRTH

12. SEX

13. RACE

14. RELIGION

15. EDUCATION

16. OCCUPATION

17. MARITAL STATUS

18. NUMBER OF DEPENDENTS

19. SOCIAL SECURITY NUMBER

20. OTHER IDENTIFICATION NUMBER

21. DATE OF ENTRY INTO SERVICE

22. DATE OF LAST PROMOTION

23. DATE OF LAST EVALUATION

24. DATE OF LAST REVIEW

25. DATE OF LAST COMPLAINT

26. DATE OF LAST DISCIPLINARY ACTION

27. DATE OF LAST RESIGNATION

28. DATE OF LAST DEATH

**STATE SUPERINTENDENT OF WEIGHTS AND MEASURES**

Custody of the standards of weights and measures of the State; correction, by comparison with State standards of city and county standards as often as once in five years; the testing at least once annually of all scales, weights and measures in every institution under the jurisdiction of the fiscal supervisor of State charities; inspection at least once in two years of all standards used by counties or cities and the maintenance of a record of the same; the establishment of uniform tolerances of reasonable variation; the certification to the Attorney-General of the facts concerning intentional violations of the law.

The office of State superintendent of weights and measures was established by chapter 25, Laws of 1909, and he is appointed by the Governor by and with the advice and consent of the Senate, for a term of five years.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—General Administration.....	3	\$7,350
2—Inspection and Testing.....	4	6,200
Total on annual pay-roll basis.....	7	\$13,550

**STATE SUPERINTENDENT OF WEIGHTS AND MEASURES**

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>1—General Administration</b>		
Superintendent.....	1	\$3,500
General administration. Conferences and consultations with individuals, firms, corporations and associations regarding application and interpretation of the law. Assisting in prosecution of violation cases. Correspondence relating to application of law.		
First Deputy Superintendent *.....	1	2,500
Representing superintendent in his absence.		
Stenographer (7th Grade).....	1	1,350
Dictation, typewriting, filing, care of incoming and outgoing mail. Keeping of records. General office work.		
<b>2—Inspection and Testing</b>		
Second Deputy Superintendent.....	1	2,000
Direction of work of inspectors. Testing of commercial apparatus. Supervision of laboratory work. General inspection of weighing and measuring conditions throughout the State, including all State institutions.		
Inspector (7th Grade) @ \$1,500.....	2	3,000
General inspection in the field including inspection of weighing, shipping and delivery of coal; special investigations of complaints; assisting in laboratory.		
Inspector (6th Grade).....	1	1,200
Testing of weighing and measuring devices in laboratory. Special investigations of complaints.		

\*A large part of the time of the First Deputy is spent in inspection work in the field, and to that extent he should be considered as belonging to the division of Inspection and Testing.

## STATE BOARD OF EQUALIZATION

The State Board of Equalization, composed of the Commissioners of the Land Office and the State Tax Commissioners, is charged with the duty of equalizing the assessments among the several counties of the State and fixing the aggregate assessment of real and personal estate on which the tax is levied.

ORGANIZATION	Number of employees	Amount pay-roll basis
<b>MEMBERS OF THE BOARD *</b>		
Lieutenant-Governor .....	.....	.....
Speaker of the Assembly .....	.....	.....
Secretary of State .....	.....	.....
Comptroller .....	.....	.....
Treasurer .....	.....	.....
Attorney-General .....	.....	.....
State Engineer and Surveyor .....	.....	.....
Tax Commissioners .....	.....	.....
Total on annual pay-roll basis .....	.....	.....

\* Members are all ex-officio; the Board has no employees.

## HARBOR MASTERS

Appointed by the Governor to regulate and station steamboats and other vessels navigating the Hudson river, north of the city of New York, and determine how far, and in what instance, masters or other persons having charge of steamboats or vessels shall accommodate each other in their respective anchorage.

ORGANIZATION	Number of employees	Amount pay-roll basis
Harbor Masters .....	3	.....

STATE BOARD OF PORT WARDENS

Duties are to board vessels for the purpose of examining the condition and stowage of cargo, and in case there be goods damaged on board, to ascertain the cause of the damage. They are exclusive surveyors of vessels which may have suffered wreck or damage, or which shall be deemed unfit to proceed to sea. They specify the amount of damage which has occurred, and are judges of repairs necessary to render such vessels again seaworthy, or of the safety of vessels and cargo. They have exclusive cognizance of all matters relating to the survey of vessels and cargoes arriving at the port of New York in distress or damaged in port. If called upon, to estimate value or measurement of vessels when same is in dispute. Also to estimate values of cargoes in warehouses. They also examine all applicants for positions of Hell Gate pilots, recommend appointments, hear charges against Hell Gate pilots, and make all rules and regulations for this branch of pilot service. They must also make an annual report to the Comptroller of all receipts and disbursements received by the warden. The Hell Gate pilots make no such annual report.

All wardens are appointed by the Governor, with and by the consent of the Senate.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—Administration . . . . .	2	\$4,000
2—Hell Gate Pilots . . . . .	*10 *23	.....
Total on annual pay-roll basis . . . . .	2	\$4,000

\*Wardens and pilots receive all fees obtained for services rendered, such fees being proportioned equally. In 1913 each of the 33 port wardens and pilots received \$2,305 in fees.

STATE BOARD OF PORT WARDENS

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>1—Administration</b>		
Port Wardens (Unclassified) . . . . . Make the proper examinations of incoming vessels and cargoes, as provided by the statute, and to exercise supervision over the Hell Gate pilots.	9	Fees
Special Port Warden (Unclassified) . . . . . As above, located at Staten Island.	1	Fees
Chief Clerk (10th Grade) . . . . . Issues certificates, handles correspondence, has charge of the files, and does general clerical work.	1	\$2,200
Secretary (Exempt) . . . . . Keeps the books, has charge of the cash, and as secretary records minutes of sessions of the wardens.	1	1,800
<b>2—Hell Gate Pilots</b>		
Pilots . . . . . Afford safe pilotage to vessels through the channel of the East river known as Hell Gate.	23	Fees

## STATE RACING COMMISSION

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
Commissioners . . . . . Appointed by the Governor for term of five years without compensation and have jurisdiction over all racing or steeplechase corporations or associations in the State; issue licenses to conduct racing meetings; see that all such races are conducted according to the rules and regulations prescribed by law; and that 5 per cent of all gross receipts of such racing meetings is paid to the State Comptroller.	3	.....
Secretary (Exempt) . . . . . Must keep full record of the proceedings of the Commission; preserve all books and documents of record; prepare such papers and notices as may be required; issue subpoenas and administer oaths in connection with racing cases, and perform any other duties that the Commission may prescribe.	1	\$2,500

## NEW YORK STATE ATHLETIC COMMISSION

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
Commissioners . . . . . Appointed by the Governor for term of five years without compensation. Two of whom are required to reside within first and second judicial districts. The commission has direct management and jurisdiction of all boxing and sparring matches and exhibitions. They may issue and revoke all licenses. It must see that 5 per cent of gross receipts from all licensed matches be paid to the Comptroller.	3	.....
Secretary to the Commission (Exempt) . . . . .	1	\$3,500
Confidential Stenographer (Exempt) . . . . .	1	1,200

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## **DEFENSIVE FUNCTIONS**

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**New York State Militia**



## NEW YORK STATE MILITIA

The State militia, of which the Governor is the commander-in-chief, is a military department of the State government, and is charged with the defense of the State against invasion, and the subduing of strikes and disorders within the State. The organized State militia may be called out by the national government and at such time it becomes merged with the armed forces of the United States, and may be used to suppress interior disturbances, or for defensive or offensive operations against the national enemy. All able-bodied citizens, with certain exceptions, who are not less than eighteen years nor more than forty years of age and are residents of the State, are by law members of the State militia and are subject to the call of the commander-in-chief, and when called out become members of the organized State militia.

ORGANIZATION	Number of employees	Amount pay- roll basis
1—Office of the Commander-in-Chief.....	18	.....
2—Organized Militia.....	*84	125
3—Armory Commission.....	*5	10
Total on annual pay-roll basis.....	89	136

\* Salaried employees only are included herein. In addition thirteen employees of the organized militia without compensation and the armory commissioners, five in number, serve ex-officio and without compensation.

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DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>NEW YORK STATE MILITIA</b>		
<b>1—Office of the Commander-in-Chief</b>		
<b>2—Organized Militia</b>		
<b>1—STAFF</b>		
1—Adjutant General's Office.....	18	.....
1—ADMINISTRATION.....	1	\$5,500
2—DIVISION OF RECORDS AND FINANCE		
1—GENERAL ADMINISTRATION....	1	3,000
2—RECORDS.....	7	7,800
3—FINANCE.....	7	10,000
3—DIVISION OF PERSONNEL.....	6	8,100
4—DIVISION OF PROPERTY AND EQUIP- MENT		
1—ADMINISTRATION.....	1	3,000
2—RECORDS AND ACCOUNTS.....	12	16,000
3—MILITARY STORES AND SUP- PLIES.....	13	12,700
4—BUILDINGS.....	3	3,300
5—BUREAU OF WAR RECORDS		
1—ADMINISTRATION.....	1	2,000
2—NEW YORK CITY OFFICE.....	3	3,000
3—ALBANY OFFICE.....	9	10,500
6—NAVAL MILITIA DIVISION.....	2	3,300
<b>2—LINE</b>		
<b>1—National Guard</b>		
1—COMMAND.....	*4	9,800
2—STAFF		
1—ADJUTANT GENERAL'S DE- PARTMENT.....	9	13,260
2—INSPECTOR GENERAL'S DE- PARTMENT.....	2	5,300
3—QUARTERMASTER'S CORPS.....	1	2,000
4—MEDICAL CORPS.....	1	.....
5—ORDNANCE DEPARTMENT.....	3	7,300
6—SIGNAL CORPS.....	1	.....
7—JUDGE ADVOCATE GENERAL'S DEPARTMENT.....	1	.....
8—ENGINEER CORPS.....	1	.....
<b>2—Naval Militia</b>		
1—COMMAND.....	1	.....
2—STAFF.....	7	.....
<b>3—Armory Commission</b>		
1—COMMISSIONERS.....	†5	.....
2—SECRETARY'S OFFICE.....	5	10,600

\* Includes one employee without compensation.

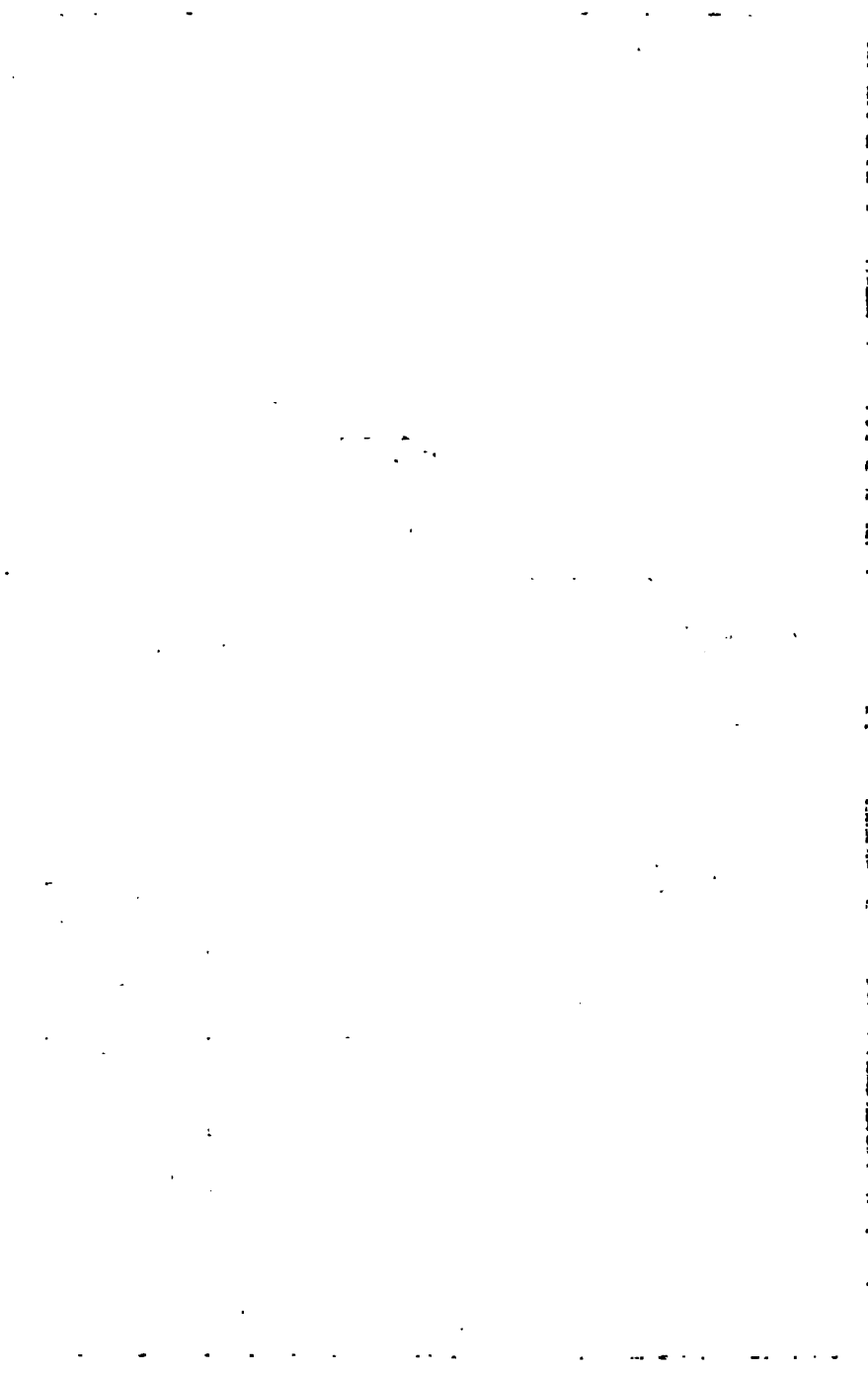
† Five ex-officio commissioners, three of whom appear under organized militia.

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>NEW YORK STATE MILITIA</b>		
<b>1—Office of the Commander-in-Chief</b>		
Commander-in Chief..... The Governor; vested with supreme command of the Militia of New York State.	1	.....
Military Secretary..... Accompanies or represents the Governor in all social, military and semi-military ceremonies.	1	.....
Aid..... Accompanies the governor to all military ceremonies. Serve without compensation.	16	.....
<b>2—Organized Militia</b>		
<b>1—STAFF</b>		
<b>1—Adjutant General's Office</b>		
<b>1—ADMINISTRATION</b>		
Adjutant General..... Represents the commander-in-chief in the administration of the affairs of the organized militia.	1	\$5,500
<b>2—RECORDS AND FINANCE DIVISION</b>		
<b>1—GENERAL ADMINISTRATION</b>		
Assistant Adjutant General..... In charge of the records and financial division and has executive powers in the absence of the Adjutant General.	1	3,000
<b>2—RECORDS</b>		
Clerk (7th Grade)..... In charge of correspondence records and files.	1	1,400
Clerk and Messenger (6th Grade)..... Messenger and general clerical work.	1	1,200
Clerk (6th Grade) @ \$1,200..... In charge of mailing room; issuance of blanks and publications.	2	2,400
Clerk (6th Grade).....	1	1,000
Clerk (5th Grade)..... General clerical work.	1	900
Stenographer (5th Grade)..... Dictation and typewriting.	1	900
<b>3—FINANCE</b>		
Chief Clerk (9th Grade)..... In charge of financial records and accounts; general supervision of work of division.	1	2,100

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2<sup>ND</sup> BRIGADE  
INFANTRY  
BRIG. GENERAL  
18<sup>TH</sup> REGIMENT  
23<sup>RD</sup> REGIMENT  
47<sup>TH</sup> REGIMENT  
INFANTRY  
Same organization  
as 4<sup>TH</sup> Brigade

4<sup>TH</sup> BRIGADE  
INFANTRY  
(SEE CHART-F 7)



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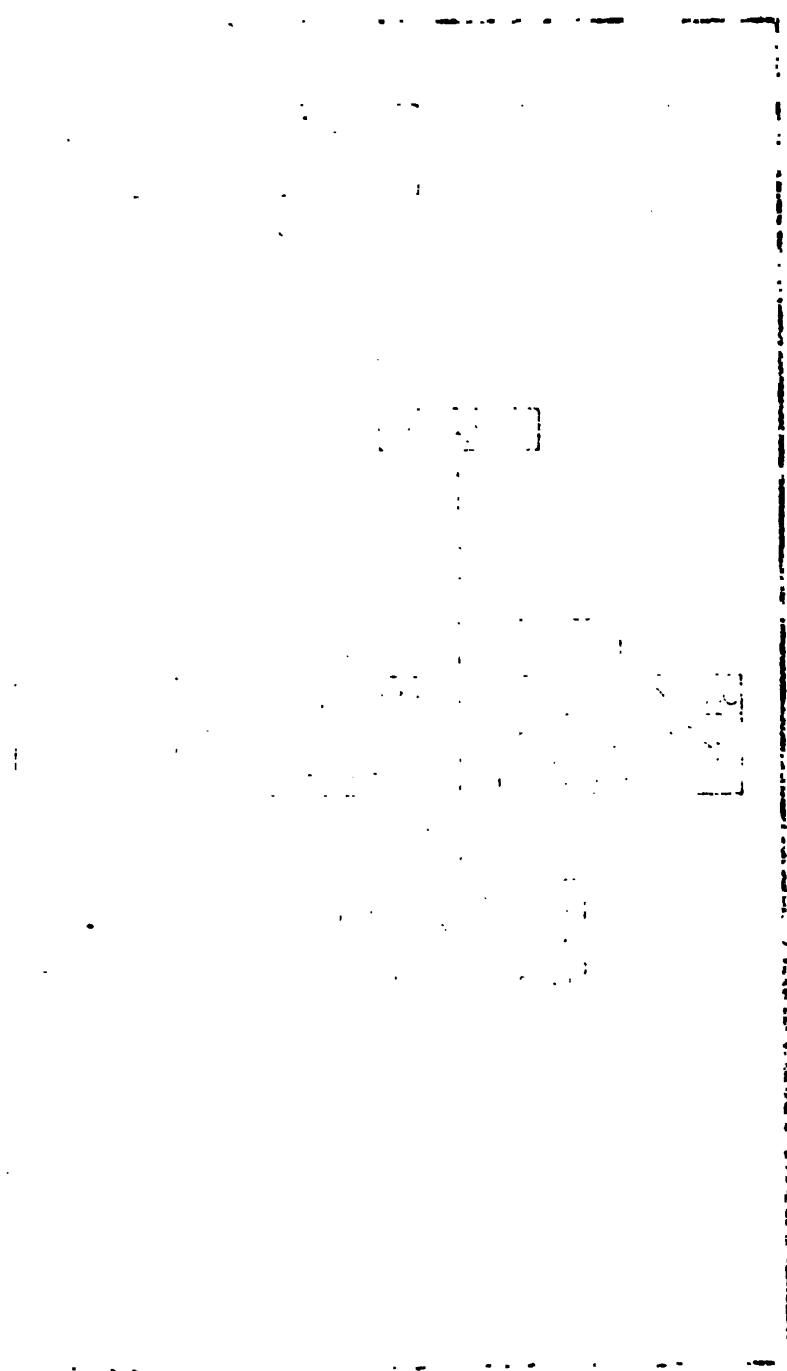
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# ORGANIZATION AND FUNCTIONS

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TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>NEW YORK STATE MILITIA</b>		
<b>2—Organized Militia</b>		
<b>1—STAFF</b>		
<b>1—Adjutant General's Office</b>		
<b>2—RECORDS AND FINANCE DIVISION</b>		
<b>3—FINANCE—Continued</b>		
Clerk (8th Grade).....	1	\$1,700
Clerk (7th Grade) @ \$1,400.....	2	2,800
Examines for audit pay-roll and appropriation disbursements; examine reports of board of audit; analyze and prepare statistical records of disbursements; accounting and general office work.		
Clerk (6th Grade) @ \$1,200.....	2	2,400
Clerk (6th Grade).....	1	1,000
Preparing abstracts; checking vouchers; dictation and stenographic work; general office routine.		
<b>3—DIVISION OF PERSONNEL</b>		
Assistant to the Adjutant General.....	1	2,700
Charge of the administration of the division which issues commissions, grants discharges, examines and files enlistment papers, reports and returns; issues long service decorations; compiles annual register; distributes orders and text books.		
Clerk (6th Grade) @ \$1,200.....	3	3,600
Examination of muster-rolls and returns; nominations for commissions; applications for discharge; roster of officers; records of enlisted men.		
Clerk (5th Grade).....	1	900
Stenographer (5th Grade).....	1	900
Dictation and correspondence; general typewriting work.		
<b>4—DIVISION OF PROPERTY AND EQUIPMENT</b>		
<b>1—ADMINISTRATION</b>		
Assistant to Adjutant General.....	1	3,000
In charge of property, including arsenals, and the receipt, issue and care of equipment, stores and supplies.		
<b>2—RECORDS AND ACCOUNTS</b>		
Chief Clerk (9th Grade).....	1	2,100
Supervision of office work, including records of stores and equipment.		
Clerk (8th Grade).....	1	1,800
Clerk (8th Grade).....	1	1,700
Clerk (7th Grade).....	1	1,500
Clerk (6th Grade) @ \$1,200.....	4	4,800
Clerk (6th Grade).....	1	1,000
General bookkeeping in connection with receipt and issuance of stores and supplies; sales of condemned equipment; shipments and general office work.		

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>NEW YORK STATE MILITIA</b>		
<b>2—Organized Militia</b>		
<b>1—STAFF</b>		
<b>1—Adjutant General's Office</b>		
<b>4—DIVISION OF PROPERTY AND EQUIPMENT</b>		
<b>2—RECORDS AND ACCOUNTS—Continued</b>		
Stenographer (6th Grade).....	1	\$1,200
Clerk (6th Grade).....	1	1,000
Stenographer (5th Grade).....	1	900
Dictation and correspondence; typing; copying and indexing; assist in office work.		
<b>3—MILITARY STORES AND SUPPLIES</b>		
Chauffeurs (6th Grade) @ \$1,200.....	2	2,400
Drive trucks for delivery, receipt and transfer of stores and supplies.		
Tailor (6th Grade).....	1	1,100
Examines for inspection, clothing and other equipment for acceptance.		
Medical Clerk (5th Grade).....	1	900
Has custody of medical supplies.		
Foreman Laborer (6th Grade).....	1	1,000
Laborer (6th Grade).....	1	1,000
Laborer (5th Grade) @ \$900.....	7	6,300
Loading and unloading trucks; packing and shipping stores and supplies; care and cleaning of building.		
<b>4—BUILDINGS</b>		
Engineer.....	1	1,500
In charge of care of building machinery and mechanical work.		
Janitor (5th Grade).....	1	900
Care of arsenal and stores.		
Watchman (5th Grade).....	1	900
Night care of grounds, property and arsenal.		
<b>5—BUREAU OF WAR RECORDS</b>		
<b>1—ADMINISTRATION</b>		
Chief of Bureau.....	1	2,000
Custodian of war records and in charge of office.		
<b>2—NEW YORK CITY OFFICE</b>		
Clerk @ \$1,000.....	3	3,000
Collection and compilation of records and information relative to the New York State forces in the Revolutionary War.		

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**3<sup>RD</sup> BATTALION**  
SAME ORGANIZATION  
AS 2<sup>ND</sup> BATTALION.

**F COMPANY**  
SAME ORGANIZATION AS  
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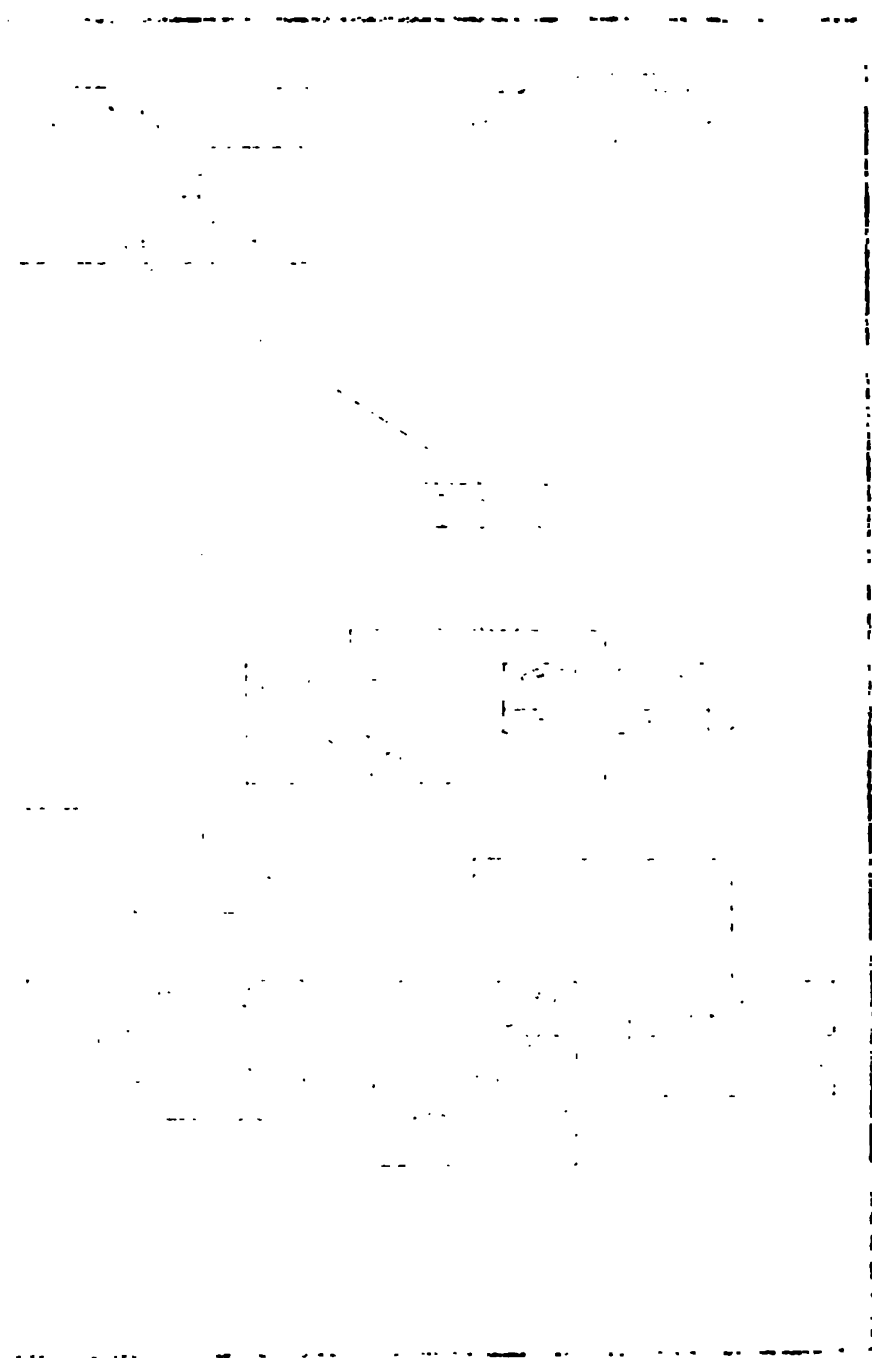
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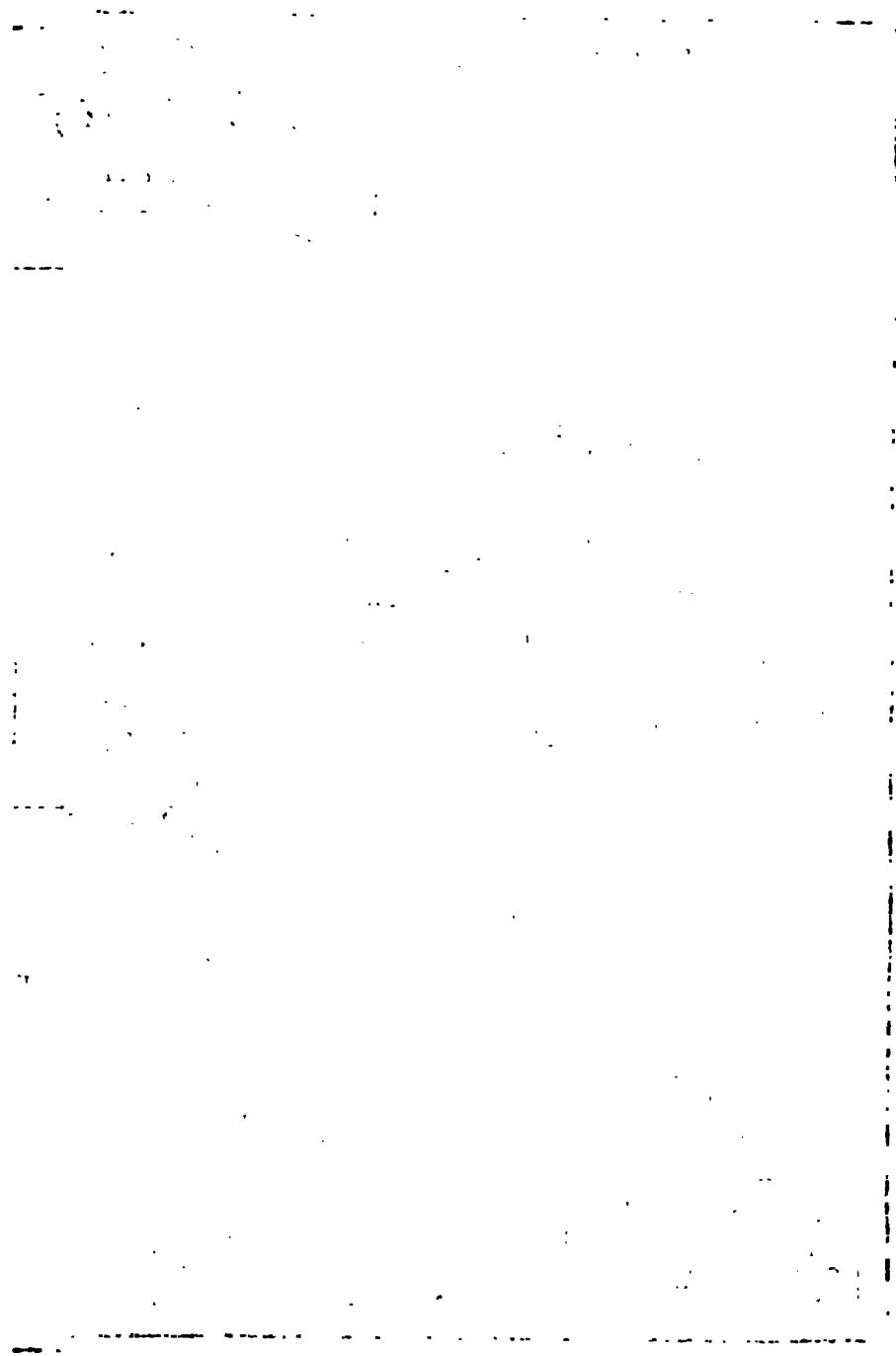
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TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>NEW YORK STATE MILITIA</b>		
<b>2—Organized Militia</b>		
<b>2—STAFF</b>		
1—Adjutant General's Office		
5—BUREAU OF WAR RECORDS— <i>Continued</i>		
3—ALBANY OFFICE		
Clerk @ \$1,200.....	8	\$9,600
Clerk.....	1	900
Collection and compilation of records and information relative to the New York State forces in the War of the Rebellion.		
6—NAVAL MILITIA DIVISION		
Chief Clerk (8th Grade).....	1	1,700
Has charge of the naval militia papers and records in the Adjutant General's office.		
Stenographer (8th Grade).....	1	1,600
Stenographic and clerical work.		
<b>2—LINE</b>		
1—National Guard		
1—COMMAND		
Major General.....	1	8,000
Responsible to the commander-in-chief for the efficiency of the National Guard.		
Aid.....	1	.....
Serve without compensation as assigned.		
Clerk (6th Grade).....	1	1,200
Filing correspondence; general office work.		
Stenographer.....	1	600
Dictation and correspondence. (See also Armory Commission.)		
2—STAFF		
1—ADJUTANT GENERAL'S DEPART- MENT		
Assistant Adjutant General.....	1	3,000
Assistant Adjutant General.....	1	2,000
Acting Adjutant General.....	1	2,500
Duties as prescribed by Military Law.		
Clerk (6th Grade) @ \$1,200.....	3	3,600
Stenographer (4th Grade) @ \$720.....	3	2,160
General clerical and stenographic duties for the staff; attached to the Adjutant General's Albany office.		

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>NEW YORK STATE MILITIA</b>		
<b>2—Organized Militia</b>		
<b>2—LINE</b>		
1—National Guard		
2—STAFF—Continued		
2—INSPECTOR GENERAL'S DEPARTMENT		
Inspector General.....	1	\$3,300
Inspector General.....	1	2,000
3—QUARTERMASTER'S CORPS		
Chief of the Quartermaster's Corps.....	1	2,000
4—MEDICAL CORPS		
Chief Surgeon.....	1	.. ..
5—ORDNANCE DEPARTMENT		
Chief Ordnance Officer.....	1	3,300
Ordnance Officer.....	1	2,500
Ordnance Clerk.....	1	1,500
6—SIGNAL CORPS		
Chief Signal Officer.....	1	.....
7—JUDGE ADVOCATE GENERAL'S DEPARTMENT		
Judge Advocate General.....	1	.....
8—ENGINEER CORPS		
Chief Engineer.....	1	.....
2—Naval Militia*		
1—COMMAND		
Commodore.....	1	.....
2—STAFF		
Chief of Staff.....	1	.....
Surgeon.....	1	.....
Paymaster.....	1	.....
Ordnance Officer.....	1	.....
Judge Advocate.....	1	.....
Engineer Officer.....	1	.....
Signal Officer.....	1	.....

\* No salaries paid from appropriation.

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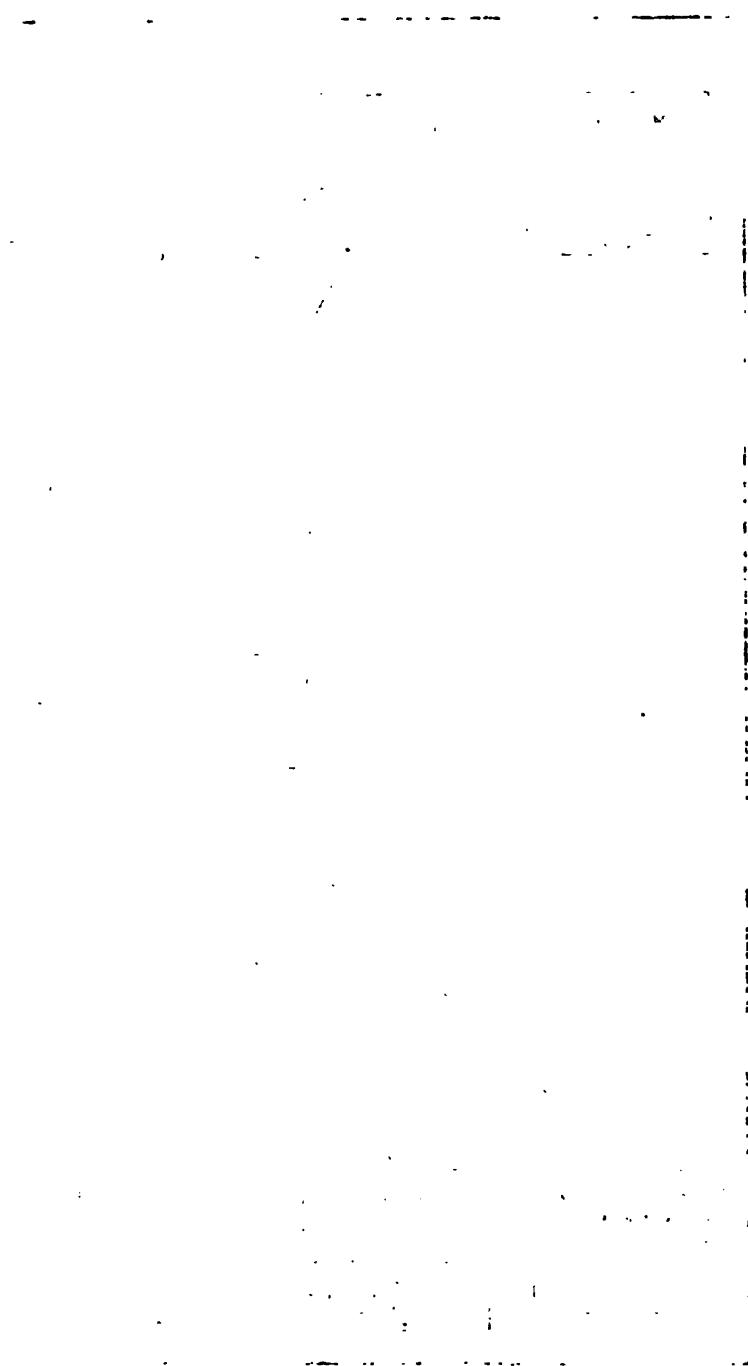
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TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>NEW YORK STATE MILITIA</b>		
<b>3—Armory Commission</b>		
The board of armory commissioners is charged with the erection, care and maintenance of the arsenals, armories or other quarters of the national guard and naval militia and of the camp grounds and rifle ranges owned or leased by the State.		
<b>1—COMMISSIONERS</b>		
Commanding General National Guard.....	1	.....
Commanding Officer Naval Militia.....	1	.....
Adjutant General.....	1	.....
Two Brigade Commanders in whose district the property is situated.....	2	.....
All arsenals, armories, or other quarters of the militia, camp grounds or rifle ranges are under the supervision of a commission consisting of the above.		
<b>2—SECRETARY'S OFFICE</b>		
Secretary.....	1	\$3,600
Secretary to the commissioners; in charge of records.		
Assistant to Secretary.....	1	600
Assists in general office routine.		
Inspector (Architect) @ \$2,200.....	2	4,400
Makes inspections and draws plans for all minor repairs.		
Clerk (7th Grade).....	1	1,400
General office work.		
Stenographer (6th Grade) (Receives salary also in National Guard department).....	.....	600
Dictation and correspondence.		







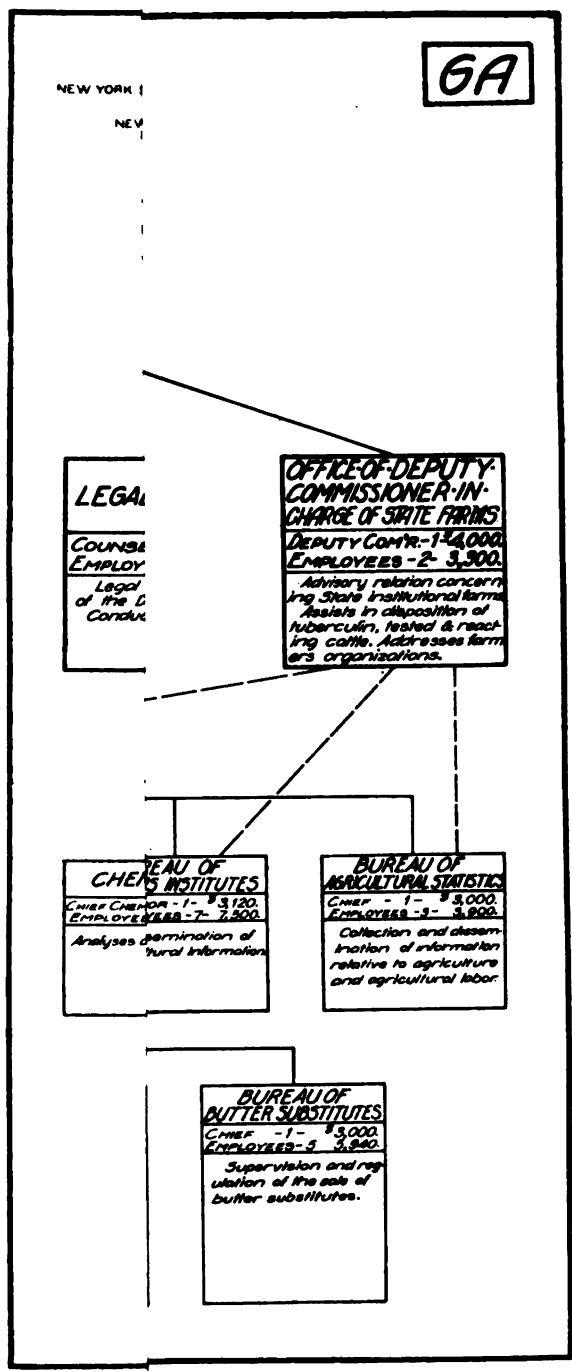


## **AGRICULTURAL FUNCTIONS**

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**Department of Agriculture  
State Fair Commission  
New York State School of Agriculture at Morrisville  
New York State School of Agriculture at Cornell University  
New York State School of Agriculture at Alfred University  
New York State School of Agriculture at St. Lawrence University  
New York State Agricultural Experiment Station  
State School of Agriculture on Long Island  
State School of Agriculture and Domestic Science at Delhi  
New York State College of Forestry at Syracuse University  
State Veterinary College at Cornell University  
Advisory Board for the Promotion of Agriculture  
New York-American Veterinary College  
Schoharie State School of Agriculture**



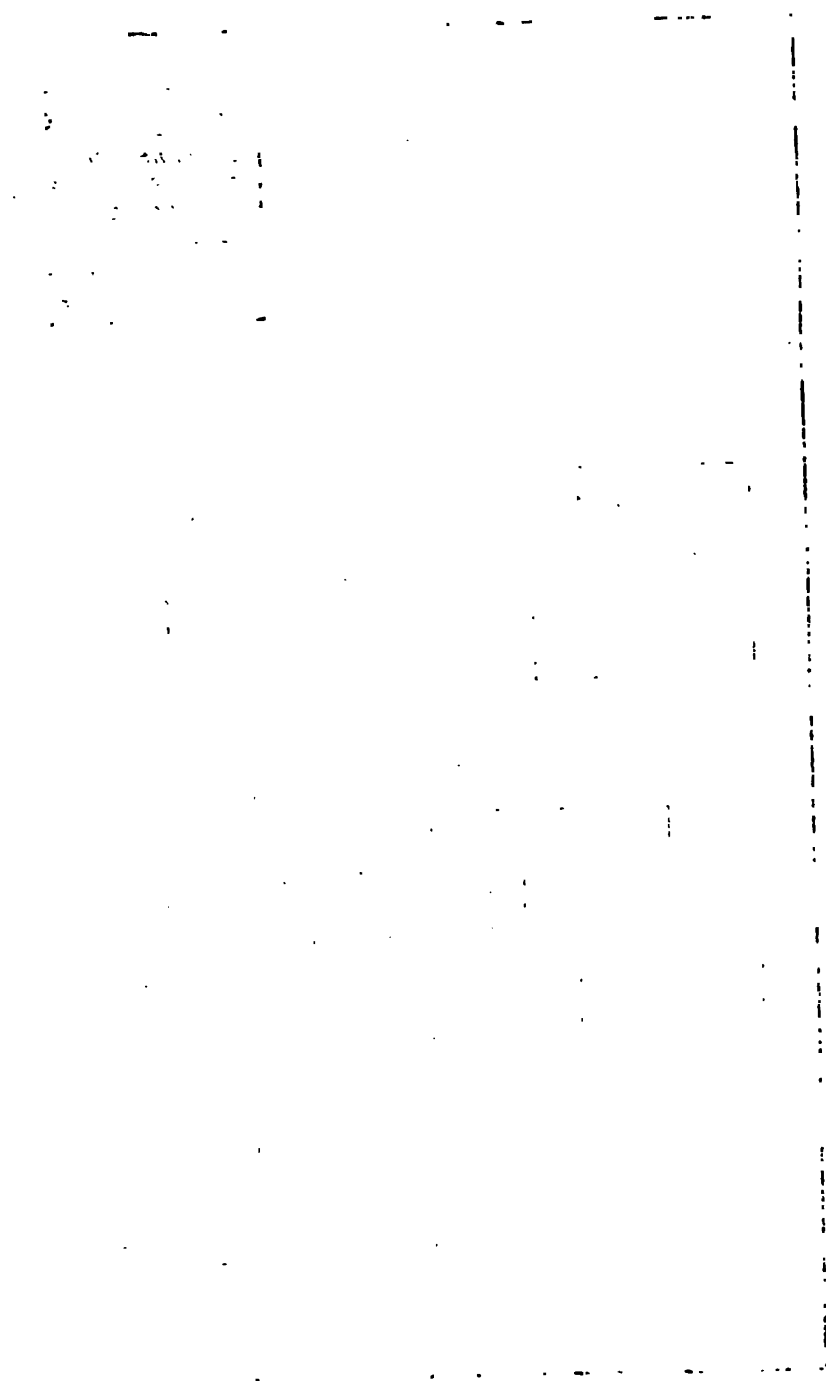


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**AGRICULTURAL****DEPARTMENT OF AGRICULTURE**

Is charged with the execution of the laws relating to agriculture and agricultural products; is empowered by subpoena to compel testimony and production of records; has access to places of business, factories, dairies, etc., and the vehicles, etc., used in the manufacture, sale or transportation within the state of any dairy or food product, and may open for inspection any container of these products, take samples for analysis, and prosecute for violations of the statute. Is required to periodically examine food products or food produced in or used for state institutions; to inspect farming land and methods at state and county institutions; to register or license manufacturers and dealers in fertilizers, food stuffs, and insecticides, also milk stations and commission merchants. To quarantine and control animal diseases; inspect nurseries and apiaries; prevent spread and stamp out injurious insects and diseased conditions in plants and bees; organize farmers' institutes, farm bureaus and co-operative associations; collate statistics; publish and distribute bulletins, and apportion legislative appropriations to agricultural societies.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—General Administration .....	21	\$41,420
2—Legal Bureau .....	7	10,540
3—Bureau of Dairy Products .....	88	100,760
4—Bureau of Veterinary Service .....	28	40,740
5—Bureau of Supervision of Co-operative Associations. .	2	3,900
6—Bureau of Farmers' Institutes .....	8	10,620
7—Bureau of Accounts .....	6	11,600
8—Bureau of Licenses .....	10	11,880
9—Bureau of Horticulture .....	33	39,220
10—Bureau of Agricultural Statistics .....	4	6,900
11—Bureau of Butter Substitutes .....	6	8,940
12—Chemists .....	11	18,580
Total on annual pay-roll basis .....	224	\$305,100



DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>DEPARTMENT OF AGRICULTURE</b>		
1—General Administration		
1—OFFICE OF COMMISSIONER.....	4	\$13,900
2—DEPUTY COMMISSIONERS		
1—General Deputy — Albany office.....	9	11,580
2—Deputy in charge of State Farm Lands, etc.—Albany.....	3	7,300
3—Deputy at Buffalo office.....	2	3,720
4—Deputy at New York City office.....	3	4,920
2—Legal Bureau .....	7	10,540
3—Bureau of Dairy Products		
1—EXECUTIVE OFFICE.....	4	5,700
2—FIELD CORPS		
1—New York Division.....	16	18,060
2—Buffalo Division		
1—BUFFALO OFFICE.....	12	13,200
2—ROCHESTER SUB-STATION.....	11	12,300
3—Albany Division		
1—ALBANY OFFICE.....	21	23,420
2—UTICA SUB-STATION.....	16	18,360
3—CORTLAND SUB-STATION.....	8	9,720
4—Bureau of Veterinary Service		
1—ADMINISTRATIVE.....	14	20,640
2—FIELD FORCE		
1—Albany Section.....	5	8,400
2—New York Section.....	5	7,180
3—Buffalo Section.....	4	4,520
5—Bureau of Supervision of Cooperative Associations.....	2	3,900
6—Bureau of Farmers' Institutes		
1—ADMINISTRATIVE.....	8	10,620
2—FIELD FORCE.....	*	.....
7—Bureau of Accounts.....	6	11,600
8—Bureau of Licenses		
1—ALBANY OFFICE.....	6	6,840
2—NEW YORK OFFICE.....	4	5,040
9—Bureau of Horticulture		
1—ADMINISTRATIVE.....	4	6,420
2—FIELD FORCE.....	29	32,800
10—Bureau of Agricultural Statistics		
1—ALBANY OFFICE.....	3	5,700
2—NEW YORK OFFICE.....	1	1,200
11—Bureau of Butter Substitutes.....	6	8,940
12—Chemists .....	11	18,580

\* 30 field workers paid on per diem basis not included here.

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>DEPARTMENT OF AGRICULTURE</b>		
<b>1—General Administration</b>		
<b>1—OFFICE OF COMMISSIONER</b>		
Commissioner.....	1	\$8,000
Chief of the department (appointed by the Governor for three years by and with the advice and consent of the Senate); appoints four deputy commissioners, a director of farmers' institutes and all department employees. In addition to departmental administration, he is an ex-officio member of State Fair Commission, the Agricultural Experiment Station and the Advisory Board for Promotion of Agriculture; and also ex-officio member of the boards of directors or trustees of the following State institutions: State College of Agriculture and State Veterinary College at Cornell, State College of Forestry at Syracuse, State Agricultural Schools at Morrisville, Farmingdale, Cobleskill and Delhi; Plattsburg State Normal School, St. Lawrence University and Alfred University.		
Confidential Agent (10th Grade).....	1	2,400
Representing Commissioner in confidential capacity on committees and boards; reception of visitors.		
Secretary (9th Grade).....	1	2,000
Personal assistance to Commissioner in departmental work; reception of visitors; representing Commissioner in conferences and interviews.		
Chauffeur (7th Grade).....	1	1,500
Operation and care of automobile.		
<b>2—DEPUTY COMMISSIONERS</b>		
<b>1—General Deputy (Albany office)</b>		
Deputy Commissioner.....	1	4,000
General supervision of work of departmental bureaus; acts in absence of Commissioner in departmental matters and official correspondence, and interviews.		
Stenographer (9th Grade).....	1	2,000
Correspondence and secretarial work; reception of visitors; opening and distribution of incoming mail.		
Telephone Operator (5th Grade).....	1	900
Operation of telephone; assistance in general office work; reception of visitors.		
Library Assistant (5th Grade).....	1	900
Custody of library and supervision of the issuance of departmental publications.		
Clerk (5th Grade).....	1	900
Clerk (4th Grade).....	1	720
Custody of office records; distribution of mail; mailing departmental publications.		
Junior Clerk (4th Grade).....	1	720
Filing of records and correspondence; general office work.		

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>DEPARTMENT OF AGRICULTURE</b>		
<b>1—General Administration</b>		
<b>2—DEPUTY COMMISSIONERS</b>		
<b>1—General Deputy (Albany office)—Continued</b>		
Laborers @ \$720 (4th Grade).....	2	\$1,440
Transmission of messages; collection and distribution of outgoing mail; assistance in general office work.		
<b>2—Deputy in Charge of State Farm Lands, Etc. (Albany)</b>		
Deputy Commissioner.....	1	4,000
Specifically in charge of advisory work in connection with State Hospital, Charitable, Prison and County Almshouse farms of the State; also assists veterinary bureau in the disposition of tuberculin tested and reacting cattle; addresses farmers' institutes and agricultural societies on technical subjects.		
Inspector of Farms (11th Grade).....	1	2,400
Investigation of farm operations; advising with farm managers of the farms of the State and county institutions as to methods and equipment.		
Stenographer (5th Grade).....	1	900
Dictation and correspondence; filing and indexing records; issuance of monthly circulars and bulletins.		
<b>3—Deputy at Buffalo office</b>		
Deputy Commissioner.....	1	3,000
Supervision of work of department in the counties of Cayuga, Chemung, Genesee, Livingston, Monroe, Ontario, Schuyler, Seneca, Steuben, Wayne, Wyoming, Yates, Allegany, Cattaraugus, Chautauqua, Erie, Niagara and Orleans. Specifically in charge of the Buffalo division of the dairy products bureau with supervision of work of agents and inspectors investigating violations of agricultural law relating to dairy and food products; and of the veterinarians and chemists in his territory.		
Stenographer (Laborer) (4th Grade).....	1	720
Dictation and correspondence; general office work. See agents and inspectors tabulated under dairy products bureau as attached to Buffalo division, Buffalo and Rochester sub-divisions.		
<b>4—Deputy at New York City office</b>		
Deputy Commissioner.....	1	3,000
Supervision of work of department in counties of Queens, Richmond, Rockland, Suffolk, Westchester, Nassau and Greater New York City. Specifically in charge of the New York division of the dairy products bureau with supervision of work of agents and inspectors investigating violations of agricultural law relating to dairy and food products; and of the veterinarians and chemists in his territory.		
Stenographer (6th Grade).....	1	1,200
Stenographer (4th Grade).....	1	720
Dictation and correspondence; filing, indexing and general office work. See agents and inspectors tabulated under dairy products bureau as attached to New York division.		

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>DEPARTMENT OF AGRICULTURE</b>		
<b>2—Legal Bureau</b>		
<p>To advise the deputy commissioners and the chiefs of the several bureaus and their staffs, as to the limitations of their powers and authority and the construction to be placed upon the different provisions of the agricultural law, for the purpose of obtaining uniformity in its enforcement throughout the State.</p> <p>To examine evidence collected by agents and determine its value; and, where the evidence indicates a violation, to offer the violators an opportunity to present any extenuating facts or reasons why the matter should not be laid before the Attorney-General for action. To refer these cases in which the defendants did not elect to pay the statutory penalties to the Attorney-General for action; and to advise with the trial attorneys designated by him, to the end that uniformity in law and practice and decisions, in like cases, may be secured.</p>		
Counsel (12th Grade).....	1	\$4,000
<p>Giving advice regarding construction of agricultural law to chiefs and staffs of bureaus and to deputy commissioners. Examination of evidence collected by agents in connection with violation cases. Correspondence with alleged violators. Referring cases to Attorney-General for action. Consultation with attorneys of Attorney-General.</p>		
Attorney and Stenographer (7th Grade).....	1	1,560
Correspondence and assisting counsel in the work of the Bureau as above.		
Stenographer (6th Grade).....	1	1,200
Correspondence and dictation.		
Recording and Index Clerk (6th Grade).....	1	1,200
Recording of facts relating to cases handled by Bureau and supervision of assembling and care of documents in support thereof.		
Assistant Index Clerk (6th Grade).....	1	1,200
Assistant Index Clerk (4th Grade).....	1	720
Filing and indexing documents, including complaints and reports of agents, inspectors and chemists.		
Correspondence Clerk.....	1	720
Filing correspondence. Transmission of messages.		
<b>3—Bureau of Dairy Products</b>		
<p>To maintain surveillance over the production and handling of farm and dairy products, and articles of food manufactured therefrom. Examination of premises, containers, transportation, and methods and conditions of manufacture and sale. Control of the issuing of brands of cheese and other manufactures.</p> <p>Under dairy products are included milk, butter, cheese, condensed milk or their imitations and adulterants, oleomargarine, etc. Food products as defined by statute include, "articles of food, confectionery and condiments used by man, whether simple, mixed or compound."</p> <p>To examine food products, (a) to determine whether labeling is required; (b) if so, whether labeled in accordance with statute requirements; (c) where character of or absence of labeling is questioned, to take samples and submit same to chemist for analysis; (d) to examine brands, markings and the contents of containers of vinegar, honey, maple sugar and maple syrup, the adulteration or imitation of these articles being prohibited; (e) to examine and determine the fluid content of evaporated apples (an excess of 27% prohibited).</p>		

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>DEPARTMENT OF AGRICULTURE</b>		
<b>3—Bureau of Dairy Products—Continued</b>		
<p>To enforce statute provisions (f) defining agricultural seeds and regulations governing their sale; (g) defining turpentine and linseed oil and their adulterants, and the sale regulations therefor.</p> <p>To collect samples of feeding stuffs and fertilisers and submit same to experiment station for analysis to determine the accuracy of manufacturers' formulae and guarantees.</p> <p>To secure through its trained field force of agents and inspectors the evidence necessary for the successful prosecution of law violations.</p>		
<b>1—EXECUTIVE OFFICE</b>		
Chief of Bureau (10th Grade).....	1	\$2,400
<p>General direction of the work of the Bureau and particular supervision of inspections and examinations in the counties controlled from Albany and cooperating with the directing work of the deputy Commissioners at Buffalo and New York in the counties controlled by them. Supervision of correspondence with agents, inspectors, chemists, and the Experiment Station.</p> <p>Direction of assembling data and evidence of violations for the legal bureau; of preparation of statistical information and records relating to brands and marking of fertilisers and commercial foods, etc.</p>		
Recording Clerk (7th Grade).....	1	1,500
<p>Keeping of records of distribution and activities of field force. Assembling and transmission to legal bureau of evidence covering violations submitted by agents and inspectors; keeping of records of formulae and brands submitted by manufactures and dealers and of the results of inspections and analyses.</p>		
Stenographers @ \$900 (5th Grade).....	2	1,800
<p>Dictation and correspondence; filing and indexing records, reports and correspondence; sending out copies of law.</p>		
<b>2—FIELD CORPS</b>		
<b>1—New York Division</b>		
Agent in Charge (9th Grade).....	1	2,100
<p>General supervision of work of Bureau in counties of Bronx, New York, Queens, Kings, Richmond, Westchester, Nassau, Suffolk and Rockland. Directly responsible to deputy Commissioner.</p>		
Agents @ \$1,500 (7th Grade).....	3	4,500
Agents @ \$1,200 (8th Grade).....	5	6,000
Agents @ \$900 (5th Grade).....	3	2,700
Laborers @ \$720 (4th Grade).....	3	2,160
Laborer (3rd Grade).....	1	600
<p>Inspection of the sanitary conditions under which milk and other dairy products are produced, manufactured and sold and testing of quality of same. Examination of branding, marking labels and tags of containers of vinegar, concentrated commercial feeding stuffs, food products and fertilisers and testing and sampling the contents thereof. Also testing and sampling turpentine and linseed oil and substitutes therefor, evaporated apples, honey, maple syrup, maple sugar and adulterants thereof, and agricultural seeds.</p>		

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>DEPARTMENT OF AGRICULTURE</b>		
<b>3—Bureau of Dairy Products</b>		
<b>2—FIELD CORPS</b>		
<b>2—Buffalo Division</b>		
<b>1—BUFFALO OFFICE</b>		
Controlling work of Bureau in the following counties: Chautauqua, Cattaraugus, Allegany, Erie, Niagara, under supervision of deputy Commissioner.		
Agent (7th Grade).....	1	\$1,500
Agents @ \$1,200 (6th Grade).....	3	3,600
Sanitary Agent (6th Grade).....	1	1,200
Agents @ \$900 (5th Grade).....	5	4,500
Inspection of the sanitary conditions under which milk and other dairy products are produced, manufactured and sold, and testing quality of same; examination of branding, marking labels and tags of containers of vinegar, concentrated commercial feeding stuffs, food products and fertilizers and testing and sampling the contents thereof; also testing and sampling turpentine and linseed oil and substitutes therefor, evaporated apples, honey, maple syrup, maple sugar substances and adulterants thereof and agricultural seeds.		
Veal Inspector (6th Grade).....	1	1,200
Inspection of veal at shipping and receiving points, assisting agents in the general duties enumerated above.		
Cheese Instructor (6th Grade).....	1	1,200
Inspection of cheese factories, tests of milk and product, determining the efficiency of factory tests, instructing and advising as to methods and processes. Inspection of brands.		
<b>2—ROCHESTER SUB-STATION</b>		
Special Agent (6th Grade).....	1	1,200
General direction of the work of the Bureau in the following counties, viz: Orleans, Genesee, Wyoming, Monroe, Livingston, Wayne, Ontario, Yates, Schuyler, Chemung, Steuben, Seneca, Cayuga. Directly responsible to Commissioner at Buffalo.		
Agents @ \$1,200 (6th Grade).....	3	3,600
Agents @ \$900 (5th Grade).....	3	2,700
General Agent (5th Grade).....	1	900
Laborer (5th Grade).....	1	900
Inspection of the sanitary conditions under which milk and other dairy products are produced, manufactured and sold and testing of quality of same; examination of branding, marking labels and tags of containers of vinegar, concentrated commercial feeding stuffs, food products and fertilizers and testing and sampling the contents thereof; also testing and sampling turpentine and linseed oil and substitutes therefor, evaporated apples, honey, maple syrup, maple sugar substances and adulterants thereof and agricultural seeds.		
Cheese Instructor (7th Grade).....	1	1,500
Inspection of cheese factories, tests of milk and product, determining the efficiency of factory tests; instructing and advising as to methods and processes; inspection of brands.		

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>DEPARTMENT OF AGRICULTURE</b>		
<b>3—Bureau of Dairy Products</b>		
<b>2—FIELD CORPS</b>		
<b>2—Buffalo Division</b>		
<b>2—ROCHESTER SUB-STATION — <i>Continued</i></b>		
Butter Instructor (7th Grade).....	1	\$1,500
Inspection of creameries and dairies, determining the efficiency of tests of milk received at creameries; instructing and advising butter makers as to methods and processes; inspection of brands		
<b>3—Albany Division</b>		
<b>1—ALBANY OFFICE</b>		
Controlling work of Bureau in the following counties: Putnam, Dutchess, Columbia, Rensselaer, Washington, Essex, Warren, Saratoga, Schenectady, Albany, Schoharie, Greene, Delaware, Ulster, Sullivan, Fulton, Orange, Hamilton, Montgomery.		
Agent (9th Grade).....	1	2,000
Agent (7th Grade).....	1	1,500
Agent (7th Grade).....	1	1,260
Agents @ \$1,200 (6th Grade).....	10	12,000
Agents @ \$900 (5th Grade).....	4	3,600
Laborer (5th Grade).....	1	900
Agent (4th Grade).....	1	720
Laborers @ \$720 (4th Grade).....	2	1,440
Inspections of the sanitary conditions under which milk and other dairy products are produced, manufactured and sold, and testing quality of same. Examination of branding, marking labels and tags of containers of vinegar, concentrated commercial feeding stuffs, food products and fertilisers and testing and sampling the contents thereof. Also testing and sampling turpentine and linseed oil and substitutes therefor, evaporated apples, honey, maple syrup, maple sugar substances and adulterants thereof and agricultural seeds.		
<b>2—UTICA SUB-STATION</b>		
Agent in Charge (8th Grade).....	1	1,800
General direction of the work of the Bureau in the following counties: Clinton, Franklin, St. Lawrence, Jefferson, Lewis, Herkimer, Oneida, Oswego, Otsego.		
Agent (8th Grade).....	1	1,800
Agents @ \$1,200 (6th Grade).....	3	3,600
Agents @ \$900 (5th Grade).....	5	4,500
Laborers @ \$720 (4th Grade).....	2	1,440
Inspection of the sanitary conditions, etc., — as set forth under Buffalo Office, page 305.		
Cheese Instructors @ \$1,500 (7th Grade).....	3	4,500
Inspection of cheese factories, tests of milk and product, determining the efficiency of factory tests, instructing and advising as to methods and processes. Inspection of brands.		

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>DEPARTMENT OF AGRICULTURE</b>		
<b>3—Bureau of Dairy Products</b>		
<b>2—FIELD CORPS</b>		
<b>3—Albany Division</b>		
<b>2—UTICA SUB-STATION—Continued</b>		
Clerk (Stenographer) (4th Grade)..... Correspondence and general office work.	1	\$720
<b>3—CORTLAND SUB-STATION</b>		
Agent in Charge (7th Grade)..... General direction of the work of the Bureau in the following counties: Onondaga, Madison, Cortland, Chenango, Broome, Tompkins, Tioga.	1	1,500
Agents @ \$1,200 (6th Grade).....	3	3,600
Agent (5th Grade).....	1	900
Laborer (4th Grade)..... Inspection of the sanitary conditions, etc., — as set forth under Buffalo Office, page 305.	1	720
Chief Dairy Inspector (7th Grade)..... Inspection of dairies and creameries in the counties enumerated above.	1	1,500
Cheese Instructor (7th Grade)..... Inspection of cheese factories, tests of milk and product, determining the efficiency of factory tests, instructing and advising as to methods and processes. Inspections of brands.	1	1,500
<b>4—Bureau of Veterinary Service</b>		
<p>To enforce the provisions of article 5 of the agricultural law, concerning the prevention and suppression of infectious and contagious diseases of domestic animals and preventing the sale for food purposes of calves under four weeks of age, or the carcasses thereof.</p> <p>Preventing the bringing of diseased animals into the State; and quarantining or destroying those within the State. Arranging for appraisals and post mortems of animals destroyed and for disposal of carcasses of same.</p> <p>Testing horses for glanders and cattle for tuberculosis; controlling and reporting sale and distribution of tuberculin throughout the State. Investigating and controlling by quarantine, etc., outbreaks of rabies, hog cholera, etc.; condemning and destroying at receiving points immature calves and carcasses.</p> <p>Furnishing information to owners of domestic animals, through correspondence, by bulletins, and institute meetings, in relation to prevention of disease, improvement of the condition of dairy animals and of sanitation, etc.</p>		
<b>1—ADMINISTRATIVE</b>		
Chief Veterinarian (11th Grade)..... General supervision and direction of work of Bureau.	1	3,000
Consulting Veterinarian (11th Grade)..... Consultation and advice regarding work of veterinarians. Lecturing in field in connection with farmers' institutes.	1	3,000



TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>DEPARTMENT OF AGRICULTURE</b>		
<b>4—Bureau of Veterinary Service</b>		
<b>1—ADMINISTRATIVE — <i>Continued</i></b>		
First Assistant Veterinarian (9th Grade).....	1	\$2,100
Assistant to chief veterinarian; lecturing in field in connection with farmers' institutes.		
Cashier (10th Grade).....	1	2,400
Recording revenues derived from sale of carcasses of condemned animals.		
Custody and administration of petty cash fund.		
Stenographers @ \$1,200 (6th Grade).....	3	3,600
Stenographer (5th Grade).....	1	900
Stenographer (5th Grade).....	1	840
Dictation and correspondence.		
Clerk (6th Grade).....	1	1,200
Clerk (6th Grade).....	1	1,080
Clerk (5th Grade).....	1	900
Indexing and filing; keeping statistical and efficiency records of work of veterinarians in field; issuance of bulletins; handling of incoming and outgoing mail; keeping records of tests of cattle made by Bureau and also of tests made by private practitioners; keeping records of the sale and use of tuberculin.		
Laborer (5th Grade).....	1	900
Laborer (4th Grade).....	1	720
<b>2—FIELD FORCE</b>		
<b>1—Albany Section</b>		
Veterinarians @ \$1,800 (8th Grade).....	2	3,600
Inspection and examination of animals, diagnosis of diseases and condemnation of those afflicted with certain diseases; administering treatment by vaccination or otherwise. Establishing quarantines, experimentation, post mortem examinations of animals.		
Confidential Agent (8th Grade).....	1	1,800
Detective (8th Grade).....	1	1,800
Special investigations for purpose of detecting violations of Article 5 of Agricultural Law.		
Agent (6th Grade).....	1	1,200
Supervision of sale and use of tuberculin.		
Veterinarians (Not Graded).....		
Approximately fifty-three veterinarians are employed on a per diem basis for specific assignments as occasion requires.		
<b>2—New York Section</b>		
Veterinarian.....	1	2,500
Veterinarian (8th Grade).....	1	1,800
Inspection and examination of animals, diagnosis of diseases, and condemnation of those afflicted with certain diseases; administering treatment by vaccination or otherwise; establishing quarantines; experimentation; post mortem examinations of animals.		

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>DEPARTMENT OF AGRICULTURE</b>		
<b>4—Bureau of Veterinary Service</b>		
<b>2—FIELD FORCE</b>		
<b>2—New York Section—Continued</b>		
Veal Inspectors @ \$1,080..... Inspection of calves and veal carcasses at abattoirs and transportation terminals, storage warehouses, markets, etc.	2	\$2,160
Laborer (4th Grade)..... Assisting veterinarians and veal inspectors.	1	720
<b>3—Buffalo Section</b>		
Veterinary Agent (9th Grade)..... Special investigations of conditions of stock yards and abattoirs; decid- ing questions of quarantine, etc.	1	2,000
Veterinarian (7th Grade).....	1	1,200
Veterinarian (3rd Grade)..... Inspection and examination of animals, diagnosis of diseases, and con- demnation of those afflicted with certain diseases; administering treatment by vaccination or otherwise; establishing quarantines; experimentation; post mortem examinations of animals.	1	600
Laborer (4th Grade)..... Assisting veterinarians in examinations and investigations of stock yards and abattoirs.	1	720
<b>5—Bureau of Supervision of Cooperative Associations</b>		
To assist in organizing credit unions and co-operative societies among both producers and consumers of food and farm products in the State, and to furnish trained organizers for this purpose. To visit, as deemed necessary, the various co-operative companies already established and make recommendations for their future success and greater service. To devise a uniform system of accounting adapted to co-operative societies and to issue bulletins and circulars descriptive of their scope and progress.		
Superintendent (Unclassified)..... Assisting in the organization of credit unions and co-operative societies among producers and consumers of food and farm products in the State; visiting societies already established and giving advice and recommenda- tions regarding their management; preparation and publication of bulletins and circulars; employment and direction of work of organizers and educa- tors at conferences; delivering lectures and generally assisting in the or- ganization of co-operative associations and credit unions; devising a uniform system of accounting for their use.	1	3,000
Stenographer (5th Grade)..... Dictation and correspondence; filing; keeping records of bureaus; gen- erally assisting superintendent.	1	900

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>DEPARTMENT OF AGRICULTURE</b>		
<b>6—Bureau of Farmers' Institutes</b>		
<p>To hold so-called institutes in different parts of the State at different times of the year for the purpose of disseminating the results of research work of the experiment stations of the country to the agricultural producing classes; to stimulate agricultural production in the interest of the consuming public.</p> <p>Lectures and addresses by specialists at the institutes are supplemented by field workers and publications, by rural life conferences and farm extension work or personal advice to farmers in counties having no organized farm bureaus, and by forming cow testing associations, etc.</p> <p>To report on conditions of almahouse farms and use same for demonstration purposes through farm bureau managers; correspond with farmers, advising on general local problems; publish bulletins and distribute State and national agricultural bulletins and publications.</p>		
<b>1—ADMINISTRATIVE</b>		
Director (11th Grade) . . . . .	1	\$3,120
General supervision and direction of work of Bureau. Preparation and delivery of lectures. Correspondence with farmers.		
Stenographer (7th Grade) . . . . .	1	1,500
Assisting director and representing him in his absence; correspondence; interviewing callers; keeping records of work of Bureau; distribution of field force, etc.		
Clerk (6th Grade) . . . . .	1	1,200
Proof Reader (6th Grade) . . . . .	1	1,200
Publication of annual report and bulletins; preparation of data for State Fair exhibit.		
Stenographer (5th Grade) . . . . .	1	1,080
Stenographer (5th Grade) . . . . .	1	900
Keeping of cow testing records; dictation and correspondence.		
Clerk (5th Grade) . . . . .	1	900
Correspondence with farmers; giving information and advice.		
Clerk (4th Grade) . . . . .	1	720
Keeping records; filing, etc.		
<b>2—FIELD FORCE</b>		
Field Workers (Not Graded) . . . . .	30	Per diem
Lecturing at institutes, rural life conferences, Columbia University, etc. Visiting dairies and advising as to feed and weighing and testing milk to secure efficiency records. Establishing farm bureaus. Investigation and demonstration work at almahouse farms.		
<b>7—Bureau of Accounts</b>		
In general, the accounting necessary to properly record the fiscal affairs of the department and to furnish statistical records of the work of its employees; including, the preparation of semi-monthly payrolls, auditing monthly expenses of department employees; recording and transmitting abstracts and vouchers to Comptroller; distributing checks to payees.		

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>DEPARTMENT OF AGRICULTURE</b>		
<b>7—Bureau of Accounts—Continued</b>		
<p>Receiving, recording and then transmitting to State Treasurer the revenues of the department, including license fees and proceeds of sale of animals (or parts thereof) condemned and slaughtered by the Department's agents. Auditing the claims and appraisals for indemnification of owners of confiscated diseased animals and preparing schedules of these claims for the Comptroller and Treasurer.</p> <p>Receiving and examining reports from, and apportioning the legislative appropriation of \$250,000 among the eighty-five agricultural societies of the State. Transmitting such apportionment to Comptroller and distributing the checks issued therefor. Examining, passing upon and transmitting to the Comptroller, the bills and vouchers covering disbursements of the experiment station and the different agricultural schools of the State.</p> <p>Keeping roster of employees and statistical and efficiency records of the field work of inspectors and agents. The purchasing, custody and distribution of the stationery, postage, office furniture, chemical apparatus, glassware, etc., required in the various divisions of the department.</p>		
Chief of Accounts (11th Grade).....	1	\$3,000
<p>General supervision of work of Bureau; keeping of controlling financial records; correspondence; preparation of periodical statements; receipts of departmental revenues and transmission thereof to State Treasurer; supervision of apportionment of agricultural societies appropriations; purchasing of supplies.</p>		
Supervisory Agent (10th Grade).....	1	2,400
<p>Assistant to chief of accounts; keeping statistical and efficiency records of the agents and inspectors in the field; auditing of employees' expense accounts; auditing vouchers of agricultural schools and experiment station; records of purchases and custody of departmental supplies.</p>		
Confidential Agent (9th Grade).....	1	2,000
<p>Assistant to chief of accounts; examination of the reports and preparation of the apportionment of the legislative appropriations to the eighty-five agricultural societies, etc.</p>		
Clerk (7th Grade).....	1	1,500
<p>Keeping of records relating to diseases of animals, including auditing of appraisals and claims for indemnification of owners of confiscated diseased animals and recording proceeds from sales of carcasses thereof; assisting on detail financial records.</p>		
Bookkeeper (7th Grade).....	1	1,500
<p>Keeping of detail financial records; preparation of payrolls.</p>		
Stenographer (6th Grade).....	1	1,200
<p>Dictation and correspondence; keeping of record of employees; assisting on preparation of payrolls and correspondence relating thereto.</p>		
<b>8—Bureau of Licenses.</b>		
<p>To receive and investigate applications, and to issue licenses for: (a) the sale of farm produce on commission; (b) milk gathering stations where milk is bought; (c) manufacture and sale of fertilizers; (d) manufacture and sale of commercial feeding stuff.</p> <p>To investigate complaints of alleged violations and secure evidence for prosecution thereof.</p>		

1. INDEX 1 (1/28/81)

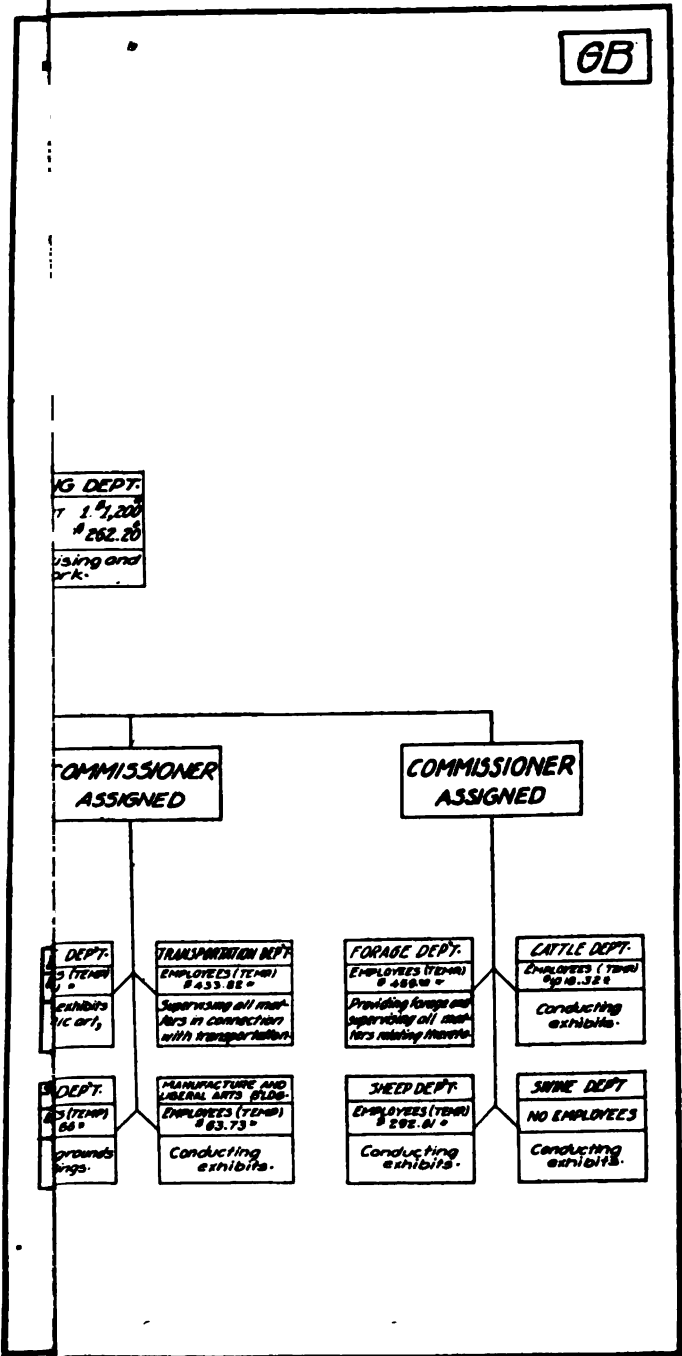
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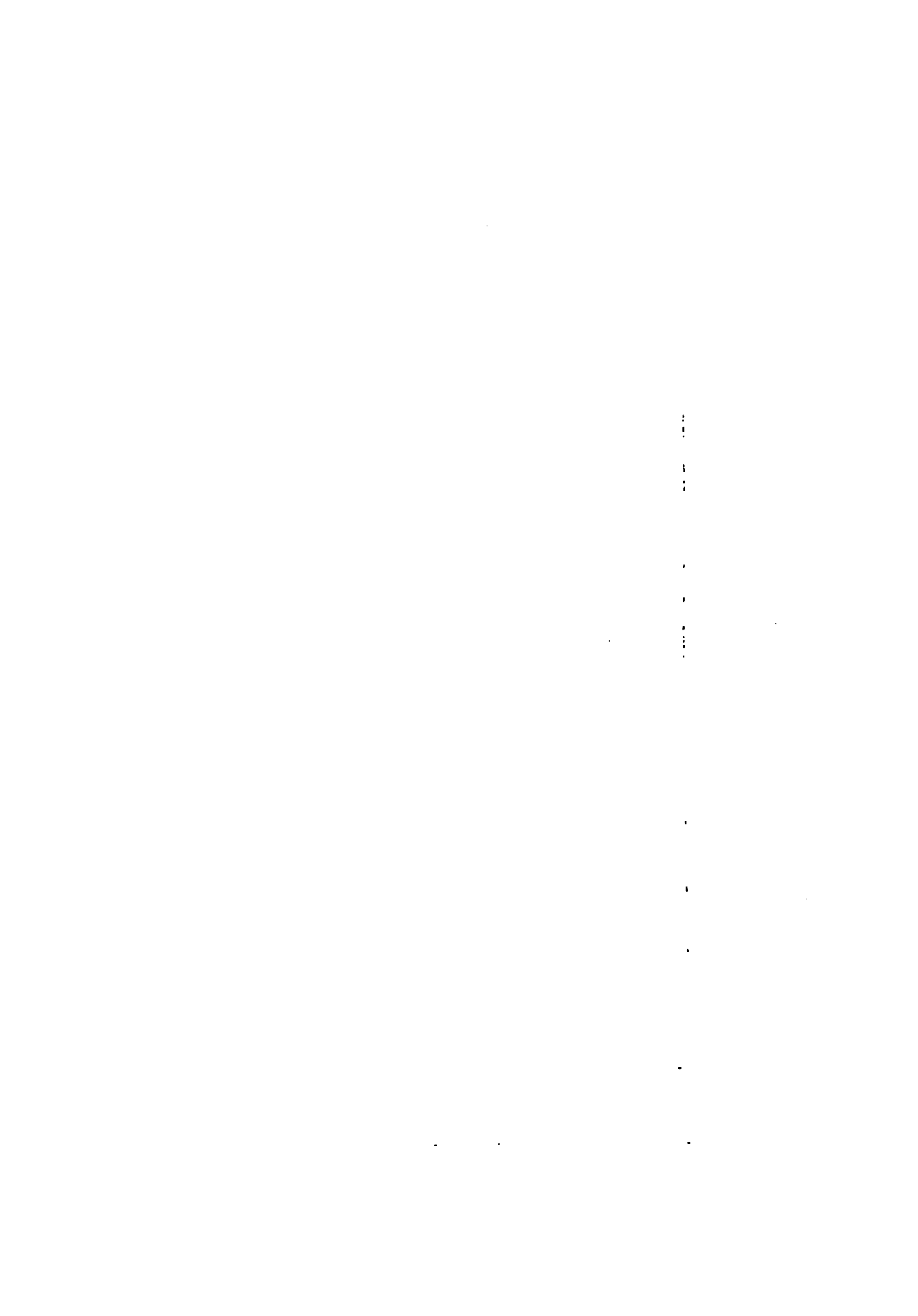
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STATE FAIR COMMISSION

The duties and powers of the commission, pursuant to chapter 9, Laws of 1909, are to hold a State fair at such times as it may deem proper; prescribe, amend and enforce necessary rules and regulations; appoint and remove assistants and employees; receive all moneys payable to the State on account of such fair and make all disbursements therefrom and also from any legislative appropriations for the State fair. The provisions of section 37 of the State Finance Law do not apply to this commission.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—General Administration.....	2	.....
2—Superintendent's Department.....	5	\$15,000
3—City Office.....	2	3,700
4—Fair Time Activities.....	1	3,600
	2	1,500
Total on annual pay-roll basis.....	10	*\$23,800

\* Employees and amounts shown are those paid from the annual State fair appropriation. Temporary and other employees are paid from the revenues of the fair, which, according to the 1914 payrolls, amounted to \$38,794 that year.



ORGANIZATION	Number of employees	Amount pay-roll basis
<b>STATE FAIR COMMISSION</b>		
1—General Administration.....	{ 2 7	\$15,000
2—Superintendent's Department		
1—GROUNDS AND BUILDINGS.....	• 1	2,500
2—GREENHOUSES AND LAWNS.....	• 1	1,200
3—City Office		
1—SECRETARY S OFFICE.....	* 1	3,600
2—ADVERTISING.....	* .....	.....
4—Fair Time Activities		
1—GATES AND ADMISSIONS DEPARTMENT.....	* .....	.....
2—RACING DEPARTMENT.....	* 1	750
3—DAIRY DEPARTMENT.....	* .....	.....
4—FRUIT DEPARTMENT.....	* .....	.....
5—FLOWER DEPARTMENT.....	* .....	.....
6—FARM PRODUCE DEPARTMENT.....	* .....	.....
7—DOMESTIC DEPARTMENT.....	* .....	.....
8—MACHINERY DEPARTMENT.....	* .....	.....
9—TRANSPORTATION DEPARTMENT.....	* .....	.....
10—FARM BOYS' CAMP AND BOY SCOUTS' DEPARTMENT.....	* .....	.....
11—FORAGE DEPARTMENT.....	* .....	.....
12—DOG SHOW DEPARTMENT.....	* .....	.....
13—MIDWAY DEPARTMENT.....	* .....	.....
14—HORSE SHOW DEPARTMENT.....	* 1	750
15—FARM HORSE DEPARTMENT.....	* .....	.....
16—CATTLE DEPARTMENT.....	* .....	.....
17—SHEEP DEPARTMENT.....	* .....	.....
18—SWINE DEPARTMENT.....	* .....	.....
19—POULTRY DEPARTMENT.....	* .....	.....
20—STATE INSTITUTIONS' EXHIBITS.....	* .....	.....
21—WOMAN'S BUILDING AND HOSPITAL DEPARTMENT.....	* .....	.....
22—MANUFACTURES AND LIBERAL ARTS BUILDING.....	* .....	.....
23—FIRE DEPARTMENT.....	* .....	.....
24—POLICE DEPARTMENT.....	* .....	.....

\* Approximate amount of employees' salaries which are paid from fair revenues are shown under the separate departments.

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>STATE FAIR COMMISSION</b>		
<b>1—General Administration</b>		
Commissioners (Ex-officio) . . . . .	2	.....
These members are the president of the Senate and the Commissioner of Agriculture.		
Commissioners (Appointive) @ \$3,000 . . . . .	5	\$15,000
Appointed by the Governor for term of five years. One member is designated by the Governor to act as superintendent of grounds and buildings, and receives additional compensation. The commission control and manage the State Fair property; make rules and provide for its care and maintenance; hold the State Fair and make regulations governing entries, admissions, exhibits, privileges and premiums; appoint employees; receive and disburse and make annual accounting to Comptroller of all receipts.		
<b>2—Superintendent's Department</b>		
<b>1—GROUNDS AND BUILDINGS</b>		
Superintendent . . . . .	1	2,500
One of the commissioners is designated by the Governor as superintendent of grounds and buildings. He exercises general supervision over buildings, grounds and labor thereon.		
Assistant Superintendent (Oct. 1, 1913, to Dec. 1, 1914) . . . . .	1	*1,705
General administrative duties; acts in absence of superintendent.		
Watchman @ \$3 per day . . . . .	1	*1,095
Night duty on grounds.		
Laborers, temporary (Oct. 1, 1913, to Nov. 15, 1914) . . . . .	....	*8,136
Temporarily employed during fair in care and maintenance of buildings and grounds.		
<b>2—GREENHOUSES AND LAWNS</b>		
Gardener . . . . .	1	1,200
In charge of permanent greenhouse and care of flower beds and lawns; foreman of laborers and time keeper.		
Florists @ \$2 per day . . . . .	2	*1,200
Laborers, temporary (Oct. 1, 1913, to Nov. 15, 1914) . . . . .	....	*1,231
General assistance to gardener.		
<b>3—City Office</b>		
<b>1—SECRETARY'S OFFICE</b>		
Secretary and Treasurer . . . . .	1	3,600
Acts as secretary and treasurer of the commission and directs the work of the city offices.		
Clerical Staff (Oct. 1, 1914, to Nov. 15, 1914) . . . . .	....	*2,297

\*Amounts stated are those shown by 1914 payrolls and were paid out of fair revenue.

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE FAIR COMMISSION</b>		
<b>3—City Office — Continued</b>		
<b>2—ADVERTISING DEPARTMENT</b>		
Publicity Agent.....	1	*\$1,200
Prepares and publishes advertising matter of State Fair Commission.		
Clerical Staff, temporary, during fair.....	.....	*262
<b>4—Fair Time Activities</b>		
<b>1—GATES AND ADMISSIONS' DEPARTMENT</b>		
This department is conducted by the commission as a whole.		
Commissioner (Assigned).....	.....	.....
Temporary Employees.....	.....	*2,563
<b>2—RACING DEPARTMENT</b>		
Commissioner (Assigned).....	.....	.....
Secretary.....	1	750
Executive in charge of arrangements in relation to racing.		
Temporary Employees.....	.....	*1,662
<b>3—DAIRY DEPARTMENT</b>		
Commissioner (Assigned).....	.....	.....
Temporary Employees.....	.....	*857
<b>4—FRUIT DEPARTMENT</b>		
Commissioner (Assigned).....	.....	.....
Temporary Employees.....	.....	*909
<b>5—FLOWER DEPARTMENT</b>		
Commissioner (Assigned).....	.....	.....
Temporary Employees.....	.....	*535
<b>6—FARM PRODUCE DEPARTMENT</b>		
Commissioner (Assigned).....	.....	.....
Temporary Employees.....	.....	*505
<b>7—DOMESTIC DEPARTMENT</b>		
Commissioner (Assigned).....	.....	.....
Temporary Employees.....	.....	*365
<b>8—MACHINERY DEPARTMENT</b>		
Commissioner (Assigned).....	.....	.....
Temporary Employee.....	.....	*50

\* Amounts stated are those shown by 1914 payrolls and were paid out of fair revenues.

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE FAIR COMMISSION</b>		
<b>4—Fair Time Activities — <i>Continued</i></b>		
<b>9—TRANSPORTATION DEPARTMENT</b>		
Commissioner (Assigned).....	.....	.....
Temporary Employees.....	.....	*9433
<b>10—FARM BOYS' CAMP AND BOY SCOUTS' DEPARTMENT</b>		
Commissioner (Assigned).....	.....	.....
Temporary Employees.....	.....	*538
<b>11—FORAGE DEPARTMENT</b>		
Commissioner (Assigned).....	.....	.....
Temporary Employees.....	.....	*459
<b>12—DOG SHOW DEPARTMENT</b>		
Commissioner (Assigned).....	.....	.....
Temporary Employees.....	.....	*568
<b>13—MIDWAY DEPARTMENT</b>		
Commissioner (Assigned).....	.....	.....
Temporary Employees.....	.....	*498
<b>14—HORSE SHOW DEPARTMENT</b>		
Commissioner (Assigned).....	.....	.....
Secretary.....	1	750
The secretary is in charge of arrangements, clerical work, etc., in connection with horse show.		
Temporary Employees.....	.....	*712
<b>15—FARM HORSE DEPARTMENT</b>		
Commissioner (Assigned).....	.....	.....
Temporary Employees.....	.....	*882
<b>16—CATTLE DEPARTMENT</b>		
Commissioner (Assigned).....	.....	.....
Temporary Employees.....	.....	*1,818
<b>17—SHEEP DEPARTMENT</b>		
Commissioner (Assigned).....	.....	.....
Temporary Employees.....	.....	*292
<b>18—SWINE DEPARTMENT</b>		
Commissioner (Assigned).....	.....	.....
(No temporary employees in 1914).....	.....	.....

\* Amounts stated are those shown by 1914 payrolls and were paid out of fair revenues.

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>STATE FAIR COMMISSION</b>		
<b>4—Fair Time Activities — Continued</b>		
<b>19—POULTRY DEPARTMENT</b>		
Commissioner (Assigned).....	.....	.....
Temporary Employees.....	.....	*\$2,120
<b>20—STATE INSTITUTIONS' EXHIBITS</b>		
Commissioner (Assigned).....	.....	.....
Temporary Employees.....	.....	*267
<b>21—WOMAN'S BUILDING AND HOSPITAL DEPARTMENT</b>		
Commissioner (Assigned).....	.....	.....
Temporary Employees.....	.....	*570
<b>22—MANUFACTURES AND LIBERAL ARTS BUILDING</b>		
Commissioner (Assigned).....	.....	.....
Temporary Employees.....	.....	*63
<b>23—FIRE DEPARTMENT</b>		
Commissioner (Assigned).....	.....	.....
Services of Syracuse Fire Department.....	.....	*120
<b>24—POLICE DEPARTMENT</b>		
Commissioner (Assigned).....	.....	.....
Temporary Employees.....	.....	*4,882
Commissioner assigned to supervision of each department. Temporary employees engaged as required.		

\* Amounts stated are those shown by 1914 payrolls and were paid out of fair revenues.

NEW YORK STATE SCHOOL OF AGRICULTURE AT MORRISVILLE

Instruction in agriculture and all allied subjects, including domestic science; instruction in agriculture and agricultural science preparatory to the more advanced courses in the State College of Agriculture at Cornell; investigations and experimentation for the purpose of ascertaining the best methods of fertilizing fields, gardens and plantations and the best modes of tillage and farm management and the care and improvement of live stock. Established by chapter 291 of the Laws of 1908.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—General Supervision . . . . .	7	.....
2—Administration . . . . .	3	\$4,420
3—Instruction . . . . .	15	15,570
4—Farm and Gardens . . . . .	8	5,580
5—Care of Buildings . . . . .	2	1,260
Total on annual pay-roll basis . . . . .	28	\$26,830

NOTE.— Employees of State colleges are in the unclassified service. Civil Service Rule III, Paragraph 2.

60

# NEW YORK STATE SCHOOL OF AGRICULTURE AT MORRISVILLE.

TRUSTEES	7	NO COMPENSATION
DIRECTOR	1	\$2,700.
EMPLOYEES	2	1,720.

*Instruction in agriculture and allied subjects including domestic science, preparatory to entrance in State College of Agriculture at Cornell. Investigation and experimentation in fertilization, tillage, farm management and live stock husbandry.*

## FARM AND GARDENS.

FARM SUPERINTENDENT	1	\$1,200.
EMPLOYEES	7	4,380.

## INSTRUCTION.

TEACHERS	12	\$13,980.
DIRECTOR OF EXTENSION SERVICE	1	1050.
VETERINARIAN	1	1,000.
LABORATORY ASSISTANT	1	540.

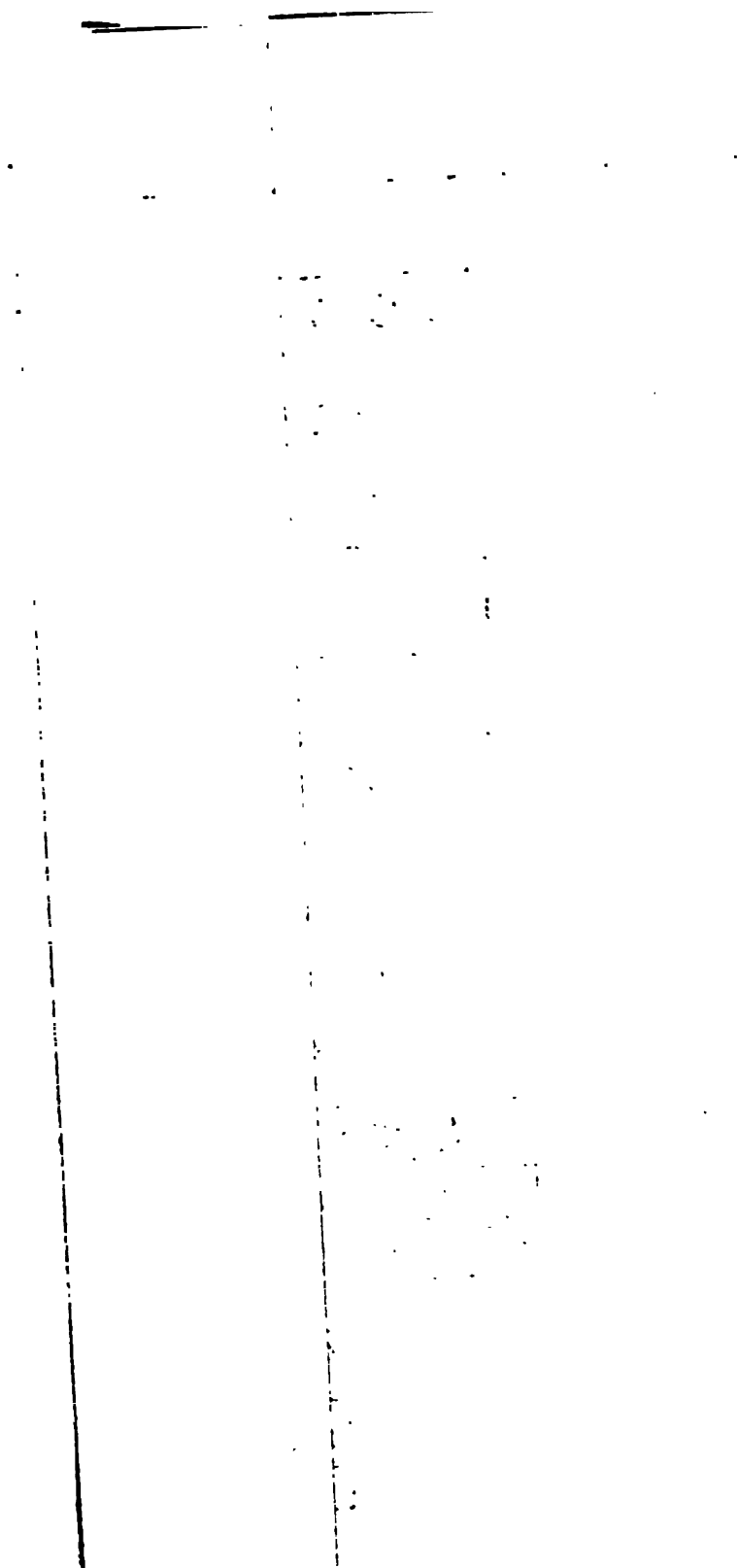
## CARE OF BUILDING.

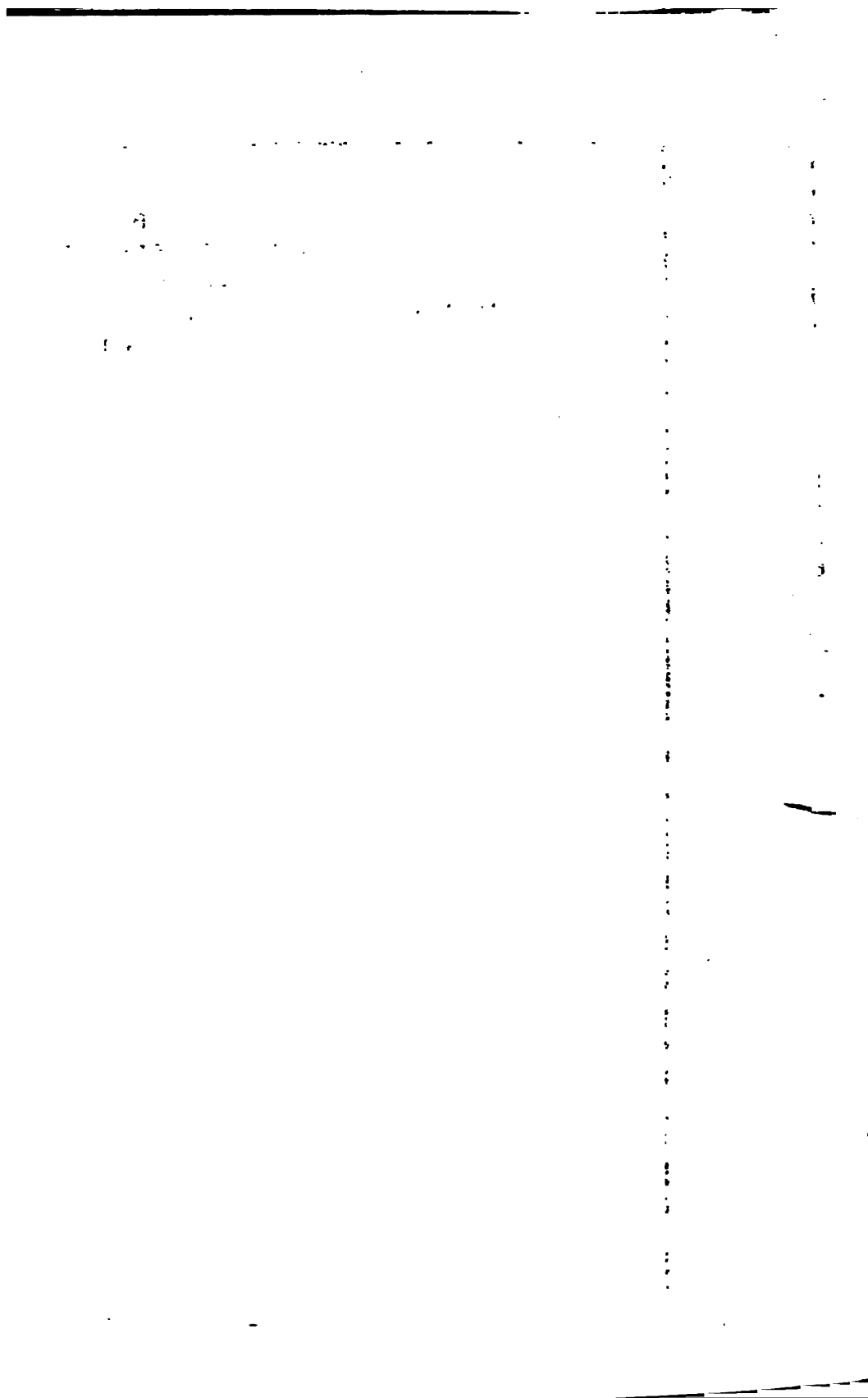
JANITOR	1	\$650.
WATCHMAN	1	600.

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>NEW YORK STATE SCHOOL OF AGRICULTURE AT MORRISVILLE</b>		
<b>1—General Supervision</b>		
The board of trustees controls the employment and removal of teachers, experts, chemists, clerks and assistants; adoption of rules; prescribing courses of instruction and methods of investigation and experiments; and renders a report annually to the Commissioner of Agriculture containing a detailed statement of the expenditures and general operations of the school during the preceding year.		
Trustees . . . . .	7	.....
A board of seven trustees, five appointed by the Governor by and with the consent of the Senate, and the State Commissioner of Agriculture and the Director of the State Agricultural School at Cornell University, members ex-officio, manage the affairs of the school and serve without compensation.		
<b>2—Administration</b>		
Director . . . . .	1	\$2,700
Secretary . . . . .	1	1,000
Stenographer . . . . .	1	720
<b>3—Instruction</b>		
Teacher of English . . . . .	1	1,500
Teacher of Dairying . . . . .	1	1,500
Teacher of Agronomy . . . . .	1	1,500
Teacher of Agriculture . . . . .	1	1,200
Teacher of Poultry Husbandry . . . . .	1	1,200
Teacher of Domestic Science . . . . .	1	1,200
Teacher of Sciences . . . . .	1	1,100
Teacher of Domestic Art . . . . .	1	900
Teacher of Shop Work . . . . .	1	1,100
Director of Extension Service . . . . .	1	1,050
Veterinarian . . . . .	1	1,000
Teacher in Chemistry . . . . .	1	1,100
Assistant in Laboratory . . . . .	1	540
Teacher of Vocal Music . . . . .	1	340
Teacher of Piano . . . . .	1	340
<b>4—Farm and Gardens</b>		
Farm Superintendent . . . . .	1	1,200
Teamsters @ \$600 . . . . .	3	1,800
Gardener . . . . .	1	780
Laborers @ \$600 . . . . .	3	1,800
<b>5—Care of Buildings</b>		
Janitor . . . . .	1	660
Watchman . . . . .	1	600









## STATE COLLEGE OF AGRICULTURE AT CORNELL UNIVERSITY

Established by chapter 655 of the Laws of 1904, for the purpose of giving instruction in the sciences, arts and practices relating to agriculture; conducting experiments and demonstrations on farms and gardens; investigating the economic and social status of agriculture; giving lectures; making researches in the physical, chemical, biological and other problems of agriculture, and publishing the results thereof and other bulletins and reports, with a view to improving and developing the agricultural methods and resources of the State and elevating the standards of living in the rural districts.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—Administration.....	55	\$45,080
2—Animal Industry Service.....	88	100,842
3—Plant Industry Service.....	104	122,285
4—Rural Community Service.....	40	46,082
5—Soils, Chemistry, and Rural Technology Service.....	26	30,962
6—Extension Service.....	34	45,428
Total on annual pay-roll basis.....	347	\$390,679

NOTE.— Employees of State colleges are in the unclassified service. Civil Service Rule III, Paragraph 2.

DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>STATE COLLEGE OF AGRICULTURE AT CORNELL UNIVERSITY</b>		
<b>1—Administration</b>		
1—OFFICE OF THE DIRECTOR .....	2	\$6,720
2—OFFICE OF SECRETARY AND REGISTRAR .....	9	9,712
3—BUSINESS OFFICE .....	7	5,944
4—LIBRARY .....	3	3,000
5—INFORMATIONAL OFFICE .....	13	5,044
6—GROUNDS AND BUILDINGS .....	21	14,660
<b>2—Animal Industry Service</b>		
1—ANIMAL HUSBANDRY .....	15	19,364
2—POULTRY HUSBANDRY .....	21	20,392
3—DAIRY INDUSTRY .....	19	26,816
4—ENTOMOLOGY .....	33	34,270
<b>3—Plant Industry Service</b>		
1—AGRONOMY		
1—Farm Crops .....	11	10,560
2—Farm Practice .....	4	6,760
2—BOTANY .....	20	18,784
3—HORTICULTURE .....	10	13,940
4—FORESTRY .....	9	14,206
5—LANDSCAPE ART .....	7	8,040
6—PLANT BREEDING .....	10	9,115
7—PLANT PATHOLOGY .....	17	21,084
8—POMOLOGY .....	8	10,526
9—VEGETABLE GARDENING .....	8	9,270
<b>4—Rural Community Service</b>		
1—FARM MANAGEMENT .....	12	13,802
2—FARM BUREAU .....	4	2,710
3—HOME ECONOMICS .....	17	20,700
4—RURAL ECONOMY .....	3	4,780
5—RURAL EDUCATION .....	4	4,090
<b>5—Soils, Chemistry and Rural Technology Service</b>		
1—CHEMISTRY .....	6	8,160
2—DRAWING .....	2	3,700
3—METEOROLOGY .....	2	900
4—RURAL ENGINEERING .....	7	9,050
5—SOILS .....	9	9,152
<b>6—Extension Service .....</b>	<b>34</b>	<b>45,428</b>

# ORGANIZATION AND FUNCTIONS

829

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>STATE COLLEGE OF AGRICULTURE AT CORNELL UNIVERSITY</b>		
<b>1—Administration</b>		
<b>1—OFFICE OF THE DIRECTOR</b>		
Director.....	1	\$6,900
Stenographer.....	1	720
<b>2—OFFICE OF SECRETARY AND REGISTRAR</b>		
Registrar and Secretary.....	1	3,000
Assistant Registrar.....	1	1,440
Clerk.....	1	900
Clerk.....	1	840
Clerk.....	1	720
Clerk.....	1	540
Stenographer.....	1	720
Stenographer.....	1	552
Artist.....	1	1,000
<b>3—BUSINESS OFFICE</b>		
Clerk.....	1	1,500
Clerk (In charge).....	1	1,300
Clerk.....	1	1,200
Clerk.....	1	540
Clerk.....	1	504
Clerk.....	1	480
Clerk.....	1	420
<b>4—LIBRARY</b>		
Librarian.....	1	1,500
Librarian (Assistant).....	1	900
Clerk.....	1	600
Stenographer.....		
<b>5—INFORMATIONAL OFFICE</b>		
Clerk.....	1	540
Clerk.....	1	480
Clerk.....	1	432
Clerk.....	1	408
Clerk.....	6	2,016
Clerk @ \$334.....	2	668
Stenographer.....	1	500
<b>6—GROUNDS AND BUILDINGS</b>		
Engineer.....	1	1,000
Engineer.....	1	968
Fireman @ \$600.....	3	1,800

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE COLLEGE OF AGRICULTURE AT CORNELL UNIVERSITY</b>		
<b>1—Administration</b>		
<b>6—GROUNDS AND BUILDINGS—Continued</b>		
Fireman.....	1	\$300
Gardener.....	1	660
Watchman.....	1	660
Janitor @ \$600.....	6	3,600
Janitor.....	1	400
Repairman @ \$998.....	2	1,996
Repairman @ \$858.....	2	1,716
Repairman @ \$780.....	2	1,560
<b>2—Animal Industry Service</b>		
<b>1—ANIMAL HUSBANDRY</b>		
Professor.....	1	3,500
Professor @ \$2,500.....	2	5,000
Instructor.....	1	1,800
Instructor.....	1	1,000
Assistant.....	1	1,200
Assistant @ \$1,000.....	2	2,000
Assistant @ \$750.....	2	1,500
Superintendent.....	1	1,000
Helper.....	1	750
Stenographer.....	1	600
Stenographer.....	1	504
Janitor.....	1	540
<b>2—POULTRY HUSBANDRY</b>		
Professor.....	1	3,500
Professor.....	1	2,500
Assistant Professor.....	1	2,000
Instructor.....	1	1,200
Instructor.....	1	850
Assistant @ \$750.....	2	1,500
Assistant.....	1	150
Assistant @ \$100.....	2	200
Clerk.....	1	504
Stenographer.....	1	660
Stenographer @ \$480.....	2	960
Stenographer.....	1	408
Superintendent.....	1	1,600
Superintendent.....	1	1,000
Superintendent @ \$900.....	3	2,700
Helper.....	1	660

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE COLLEGE OF AGRICULTURE AT CORNELL UNIVERSITY</b>		
<b>2—Animal Industry Service</b>		
<b>3—DAIRY INDUSTRY</b>		
Professor .....	1	\$4,000
Professor .....	1	3,000
Professor @ \$2,500 .....	2	5,000
Assistant Professor .....	1	2,000
Instructor @ \$1,500 .....	2	3,000
Instructor .....	1	1,200
Assistant .....	1	1,200
Assistant .....	1	800
Assistant @ \$600 .....	2	1,200
Assistant .....	1	450
Superintendent .....	1	1,320
Clerk .....	1	636
Stenographer .....	1	600
Helper .....	1	960
Helper .....	1	780
Helper .....	1	720
<b>4—ENTOMOLOGY</b>		
Professor .....	1	3,500
Professor @ \$3,250 .....	2	6,500
Professor .....	1	2,500
Assistant Professor .....	1	2,900
Assistant Professor .....	1	2,000
Assistant Professor .....	1	1,800
Assistant Professor .....	1	1,500
Instructor .....	1	1,200
Instructor .....	1	750
Assistant .....	1	750
Assistant .....	1	660
Assistant .....	1	600
Assistant @ \$500 .....	13	6,500
Assistant .....	1	400
Assistant .....	1	300
Assistant .....	1	250
Assistant .....	1	200
Clerk .....	1	600
Stenographer .....	1	600
Helper .....	1	760
<b>3—Plant Industry Service</b>		
<b>1—AGRONOMY</b>		
<b>1—Farm Crops</b>		
Professor .....	1	3,000
Assistant Professor .....	1	1,500



TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>STATE COLLEGE OF AGRICULTURE AT CORNELL UNIVERSITY</b>		
<b>3—Plant Industry Service</b>		
<b>1—AGRONOMY</b>		
<b>1—Farm Crops—Continued</b>		
Instructor.....	1	\$1,500
Instructor.....	1	1,400
Assistant @ \$400.....	4	1,600
Stenographer @ \$540.....	2	1,080
Clerk.....	1	480
<b>2—Farm Practice</b>		
Professor.....	1	3,500
Superintendent.....	1	1,800
Superintendent.....	1	800
Stenographer.....	1	660
<b>2—BOTANY</b>		
Professor.....	1	3,000
Assistant Professor.....	1	2,000
Assistant Professor.....	1	1,500
Instructor @ \$1,000.....	2	2,000
Instructor @ \$900.....	3	2,700
Instructor.....	1	700
Assistant.....	1	1,000
Assistant.....	1	800
Assistant.....	1	700
Assistant @ \$600.....	4	2,400
Assistant @ \$500.....	2	1,000
Stenographer.....	1	504
Helper.....	1	480
<b>3—HORTICULTURE</b>		
Professor.....	1	3,500
Professor.....	1	2,500
Assistant Professor.....	1	2,000
Instructor @ \$900.....	3	2,700
Gardener.....	1	1,140
Gardener.....	1	720
Assistant Instructor.....	1	600
Stenographer.....	1	780
<b>4—FORESTRY</b>		
Professor.....	1	3,750
Professor.....	1	3,500
Professor.....	1	3,000

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>STATE COLLEGE OF AGRICULTURE AT CORNELL UNIVERSITY</b>		
<b>3—Plant Industry Service</b>		
<b>4—FORESTRY — <i>Continued</i></b>		
Assistant Professor.....	1	\$2,000
Assistant.....	1	400
Assistant.....	1	200
Stenographer.....	1	456
Stenographer.....	1	360
Janitor.....	1	540
<b>5—LANDSCAPE ART</b>		
Professor.....	1	1,000
Assistant Professor.....	1	2,000
Assistant Professor.....	1	1,800
Instructor.....	1	1,200
Superintendent.....	1	1,200
Stenographer.....	1	480
Janitor.....	1	360
<b>6—PLANT BREEDING</b>		
Professor.....	1	500
Professor.....	1	2,500
Assistant Professor.....	1	1,800
Instructor.....	1	1,200
Instructor.....	1	1,125
Assistant.....	1	500
Assistant.....	1	200
Stenographer.....	1	600
Stenographer.....	1	450
Janitor.....	1	240
<b>7—PLANT PATHOLOGY</b>		
Professor.....	1	4,000
Professor.....	1	3,000
Assistant Professor.....	1	2,000
Assistant Professor @ \$1,500.....	4	6,000
Instructor @ \$750.....	2	1,500
Assistant @ \$750.....	2	1,500
Assistant @ \$500.....	2	1,000
Stenographer @ \$540.....	2	1,080
Stenographer.....	1	504
Stenographer.....	1	500
<b>8—POMOLOGY</b>		
Professor.....	1	3,000
Professor.....	1	2,750

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE COLLEGE OF AGRICULTURE AT CORNELL UNIVERSITY</b>		
<b>3—Plant Industry Service</b>		
<b>8—POMOLOGY—Continued</b>		
Instructor @ \$1,200.....	2	\$2,400
Superintendent.....	1	720
Stenographer.....	1	648
Stenographer.....	1	600
Stenographer.....	1	408
<b>9—VEGETABLE GARDENING</b>		
Instructor.....	1	2,500
Instructor.....	1	1,500
Instructor.....	1	1,000
Instructor.....	1	850
Assistant.....	1	1,000
Stenographer.....	1	660
Gardener.....	1	1,100
Gardener.....	1	660
<b>4—Rural Community Service</b>		
<b>1—FARM MANAGEMENT</b>		
Professor.....	1	3,500
Professor.....	1	2,750
Assistant Professor.....	1	1,800
Instructor.....	1	1,500
Instructor.....	1	600
Assistant @ \$500.....	2	1,000
Stenographer.....	1	660
Stenographer.....	1	600
Stenographer @ \$456.....	2	912
Stenographer.....	1	480
<b>2—FARM BUREAU</b>		
Professor.....	1	1,000
Assistant Professor.....	1	750
Stenographer.....	1	600
Stenographer.....	1	360
<b>3—HOME ECONOMICS</b>		
Professor @ \$3,000.....	2	6,000
Assistant Professor @ \$2,200.....	2	4,400
Assistant Professor.....	1	1,500
Assistant Professor.....	1	900
Instructor @ \$1,200.....	2	2,400
Instructor.....	1	900
Assistant.....	1	1,000
Assistant.....	1	600

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE COLLEGE OF AGRICULTURE AT CORNELL UNIVERSITY</b>		
<b>4—Rural Community Service</b>		
<b>3—HOME ECONOMICS—Continued</b>		
Assistant @ \$300.....	2	\$600
Helper.....	1	540
Helper.....	1	480
Clerk.....	1	900
Janitor.....	1	480
<b>4—RURAL ECONOMY</b>		
Professor.....	1	3,000
Instructor.....	1	1,000
Stenographer.....	1	780
<b>5—RURAL EDUCATION</b>		
Professor.....	1	2,500
Stenographer.....	1	600
Stenographer.....	1	540
Stenographer.....	1	450
<b>5—Soils, Chemistry, and Rural Technology Service</b>		
<b>1—CHEMISTRY</b>		
Professor.....	1	3,000
Professor.....	1	2,500
Instructor.....	1	1,300
Assistant.....	1	500
Assistant.....	1	500
Stenographer.....	1	360
<b>2—DRAWING</b>		
Professor.....	1	2,500
Instructor.....	1	1,200
<b>3—METEOROLOGY</b>		
Professor.....	1	500
Assistant.....	1	400
<b>4—RURAL ENGINEERING</b>		
Professor.....	1	3,000
Assistant Professor.....	1	2,000
Instructor.....	1	1,200
Instructor @ \$750.....	3	2,250
Stenographer.....	1	600

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE COLLEGE OF AGRICULTURE AT CORNELL UNIVERSITY</b>		
<b>5—Soils, Chemistry and Rural Technology Service—Cont.</b>		
<b>5—SOILS</b>		
Professor.....	1	\$2,750
Assistant Professor.....	1	2,250
Instructor.....	1	1,200
Assistants @ \$500.....	3	1,500
Stenographer.....	1	252
Janitor.....	1	540
Helper.....	1	660
<b>6—Extension Service</b>		
Professor @ \$3,000.....	3	9,000
Professor @ \$2,500.....	3	7,500
Assistant Professor.....	1	2,400
Assistant Professor.....	1	2,250
Assistant Professor.....	1	1,800
Assistant Professor.....	1	1,600
Assistant Professor.....	1	1,500
Assistant.....	1	900
Assistant.....	1	750
Assistant @ \$500.....	2	1,000
Assistant.....	1	400
Instructor.....	1	2,000
Instructor.....	1	1,600
Instructor @ \$1,250.....	2	2,500
Instructor.....	1	1,200
Instructor.....	1	1,100
Instructor.....	1	1,032
Instructor @ \$1,000.....	2	2,000
Clerk.....	1	600
Clerk.....	1	480
Stenographer @ \$600.....	2	1,200
Stenographer @ \$540.....	2	1,080
Stenographer.....	1	504
Stenographer.....	1	432
Helper.....	1	600

**NEW YORK STATE SCHOOL OF AGRICULTURE AT ALFRED UNIVERSITY**

Elementary and practical instruction in agriculture and kindred subjects; conducting investigations and experiments in agricultural methods and resources in western New York and in means and methods for the care and improvement of live stock. Established by chapter 200 of the Laws of 1908. Under the supervision and control of Alfred University, the immediate management of the school being under a board of managers (number and compensation not stated by law), appointed annually by the trustees of Alfred University. The board of managers includes the State Commissioner of Agriculture, the director of the New York State College of Agriculture at Cornell University and a person to be annually elected or appointed by the State Grange.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—Administration.....	7	\$7,025
2—Instruction.....	16	10,750
3—Library.....	1	150
4—Care of Buildings.....	1	750
5—Farm and Greenhouse.....	2	2,250
Total on annual pay-roll basis.....	27	\$20,925

NOTE.— Employees of State colleges are in the unclassified service. Civil Service Law, Rule III, Paragraph 2.

6E

PREPARED BY  
NEW YORK STATE DEPARTMENT OF EFFICIENCY AND ECONOMY  
AND  
NEW YORK BUREAU OF PERSONNEL RESEARCH  
ALBANY, N. Y.

**STATE SCHOOL OF AGRICULTURE  
AT ALFRED UNIVERSITY**  
(UNDER THE MANAGEMENT AND CONTROL  
OF THE TRUSTEES OF ALFRED UNIVERSITY)

DIRECTOR	- 1 -	\$ 2400
ASSISTANT DIRECTOR	- 1 -	1500
PRESIDENT	- 1 -	800
EMPLOYEES	- 4 -	3225

Elementary and practical instruction in agriculture and kindred subjects; investigations and experiments in agricultural means and methods and live stock husbandry.

**INSTRUCTION**

PROFESSORS	4	\$3750
INSTRUCTORS	12	7000

**LIBRARY**

LIBRARIAN	1	\$450
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**CARE OF BUILDINGS**

HEAD JANITOR AND SUPERINTENDENT OF BUILDINGS	1	\$750
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**FARM AND GREENHOUSES**

FARM SUPERINTENDENT + 1300 SUPERINTENDENT OF GREENHOUSES	1	950
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\* Note - The Director, Assistant Director and President also act as professors of various subjects, but are not included under instruction.

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>NEW YORK STATE SCHOOL OF AGRICULTURE AT ALFRED UNIVERSITY</b>		
<b>1—Administration</b>		
Director (also Professor of Horticulture).....	1	\$2,400
Assistant Director (also Professor of Field Crops).....	1	1,500
President (also Professor of Rural Sociology and Ethics).....	1	900
Stenographer.....	1	800
Treasurer and Accountant.....	1	775
Secretary and Auditor.....	1	350
Stenographer.....	1	300
<b>2—Instruction</b>		
Professor of Horticulture.....		*
Professor of Field Crops.....		*
Professor of Rural Sociology and Ethics.....		*
Instructor in Farm Practice.....		*
Professor of Home Economics.....	1	1,250
Professor of Animal Husbandry and Dairy Industry.....	1	1,200
Professor of Botany and Entomology.....	1	1,100
Instructor in Mechanics.....	1	1,000
Instructor in Dairy Laboratory.....	1	900
Instructor in Home Economics.....	1	800
Instructor in Agricultural Chemistry.....	1	800
Instructor in English.....	1	700
Instructor in Forge Shop Practice.....	1	600
Instructor in Domestic Arts.....	1	600
Instructor in Physical Training.....	1	500
Instructor in Farm Mechanics.....	1	400
Instructor in Music.....	1	300
Professor of Chemistry.....	1	200
Instructor in Farm Accounts and Surveying.....	1	200
Instructor in History and Civics.....	1	200
<b>3—Library</b>		
Librarian.....	1	150
<b>4—Care of Buildings</b>		
Head Janitor and Superintendent of Buildings.....	1	750
<b>5—Farm and Greenhouse</b>		
Farm Superintendent (also Instructor in Farm Practice).....	1	1,300
Superintendent of Greenhouse.....	1	950

\*Salaries included in "Administration" and in "Farm and Greenhouse" divisions.



TE OF NEW YORK

CARE OF BUILDINGS  
ENGINEER } 1-5,200  
AND JANITOR }

FARM  
FARM SUPPLY 1-8,000.  
EMPLOYEES 9-3,800.

BUTTER & CHEESE  
FACTORY  
BUTTER AND } 1-4,200  
CHEESE MAKER }

INSTRUCTION  
INSTRUCTORS-8-900.  
ASSISTANTS-4-3,400.

### NEW YORK STATE SCHOOL OF AGRICULTURE OF THE ST. LAWRENCE UNIVERSITY

Elementary and practical instruction in agriculture and allied subjects; conducting investigations and experiments for the purpose of ascertaining the best method of fertilization of fields, gardens and plantations, of tillage and farm management and improvement of live stock; the publication of bulletins containing the results of such investigations and experiments and general information concerning agricultural matters. Established by chapter 602 of the Laws of 1906 and under the supervision and control of the board of trustees of the Saint Lawrence University.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—Administration.....	4	\$4,020
2—Instruction.....	12	13,000
3—Butter and Cheese Factory.....	2	1,800
4—Farm.....	10	4,800
5—Care of Buildings.....	1	1,200
Total on annual pay-roll basis.....	29	\$24,820

NOTE.— Employees of State colleges are in the unclassified service. Civil Service Law, Rule III, Paragraph 2.

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>NEW YORK STATE SCHOOL OF AGRICULTURE OF THE ST. LAWRENCE UNIVERSITY</b>		
<b>1—Administration</b>		
Dean of Agricultural School.....	1	\$2,500
Stenographer to Dean.....	1	720
Treasurer.....	1	500
Secretary to Trustees.....	1	300
<b>2—Instruction</b>		
Instructor in Academics.....	1	1,500
Instructor in Chemistry.....	1	1,700
Assistant in Chemistry.....	1	800
Instructor in Domestic Science.....	1	1,200
First Assistant in Domestic Science.....	1	1,000
Second Assistant in Domestic Science.....	1	800
Assistant in English and Mathematics.....	1	800
Instructor in Horticulture, Botany and Entomology.....	1	1,500
Instructor in Bacteriology.....	1	1,000
Instructor in Physical Training and Expression.....	1	300
Instructor in Animal Husbandry.....	1	1,500
Instructor in Manual Training.....	1	900
<b>3—Butter and Cheese Factory</b>		
Butter and Cheese Maker.....	1	1,200
Assistant.....	1	600
<b>4—Farm</b>		
Farm Superintendent.....	1	1,000
Superintendent of Poultry.....	1	800
Superintendent of Stock.....	1	800
Farm Laborers.....	*7	2,200
<b>5—Care of Buildings</b>		
Engineer and Janitor.....	1	1,200

\* Approximate.

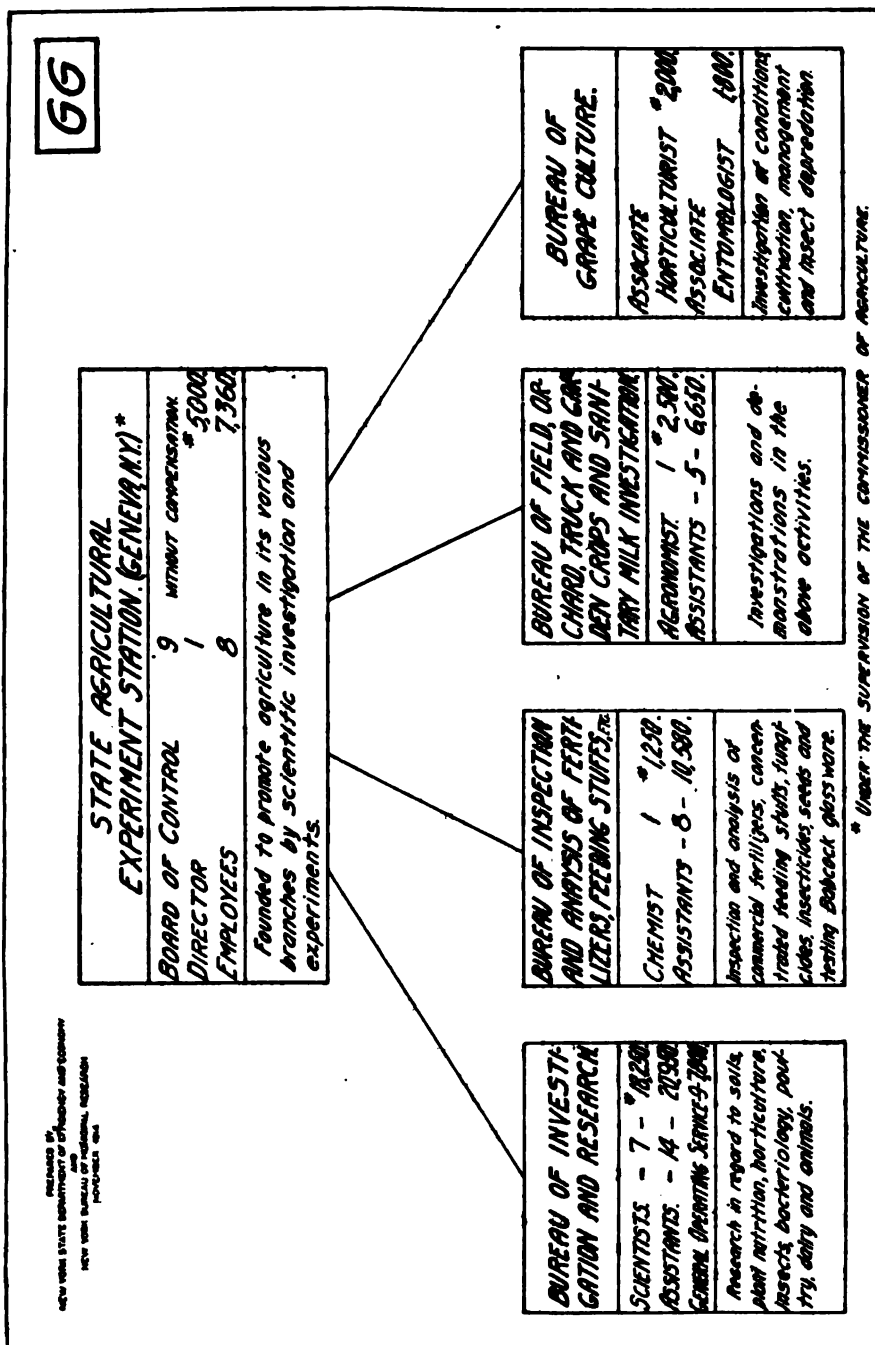
## NEW YORK STATE AGRICULTURAL EXPERIMENT STATION

Located at Geneva, N. Y., was created to promote agriculture in its various branches by scientific investigation and experiments. The work of the Station is under the direction and supervision of the Commissioner of Agriculture and includes researches at the institution and throughout the State in soils, plant nutrition, horticulture, diseases of plants, injurious insects, bacteriology, animal nutrition, dairy practice and poultry keeping; also the analysis of commercial fertilizers, concentrated feeding stuffs, fungicides and insecticides, and agricultural seeds.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—General Administration.....	{ *9	.....
2—Bureau of Investigation and Research.....	9	\$12,360
3—Bureau of Inspection of Fertilizers, Feeding Stuffs, Etc..	30	47,040
4—Bureau of Field, Orchard, Truck and Garden Crops, and Sanitary Milk Investigation .....	9	11,830
5—Bureau of Grape Culture.....	6	9,150
	2	3,800
Total on annual pay-roll basis .....	56	†\$84,180

\* Includes Governor and Commissioner of Agriculture as Ex-officio Members of the Board of Central.  
† \$11,100 was also appropriated for temporary employees in 1914.

DETAILS OF ORGANIZATION	Number of employees	Amount per year
<b>NEW YORK STATE AGRICULTURAL EXPERIMENT STATION</b>		
<b>1—General Administration</b>		
1—BOARD OF CONTROL.....	9	.....
2—OFFICE OF DIRECTOR.....	9	\$12,360
<b>2—Bureau of Investigation and Research</b>		
1—SCIENTIFIC FORCE.....	21	39,200
2—GENERAL OPERATING SERVICE.....	9	7,840
<b>3—Bureau of Inspection of Fertilizers, Feeding Stuffs, Etc.....</b>	9	11,830
<b>4—Bureau of Field, Orchard, Truck and Garden Crops, and Sanitary Milk Investigation.....</b>	6	9,150
<b>5—Bureau of Grape Culture.....</b>	2	3,800



TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>NEW YORK STATE AGRICULTURAL EXPERIMENT STATION</b>		
<b>1—General Administration</b>		
<b>1—BOARD OF CONTROL</b>		
Is composed of nine trustees, seven of whom are appointed by the Governor by and with the consent of the Senate for a term of three years without compensation; the other members ex-officio, viz.: the Governor and the Commissioner of Agriculture. The Board manages the affairs of the Station, elects its president, appoints a secretary and treasurer, appoints a director and employs a scientific staff and necessary employees.		
Members.....	9	.....
<b>2—OFFICE OF DIRECTOR</b>		
Director.....	1	\$5,000
General direction of the work of station under supervision of the Commissioner of Agriculture.		
Secretary and Treasurer (3rd Grade).....	1	600
General secretarial work of the director and of the board; supervision of correspondence; custodian of special funds and appropriations; preparation of estimates; charge of pay rolls.		
Mailing Clerk (6th Grade).....	1	1,000
Supervision of incoming and outgoing mail; mailing of bulletins etc.		
Stenographers (6th Grade) @ \$1,200.....	2	2,400
Stenographers (6th Grade) @ \$840.....	4	3,360
Dictation and correspondence, filing and general office work		
<b>Temporary Clerical Services*</b>		
<b>2—Bureau of Investigation and Research</b>		
Conducting researches at the institution and throughout the State in soils, plant nutrition, horticulture, diseases of plants, injurious insects, bacteriology, animal nutrition, dairy practice and poultry keeping.		
<b>1—SCIENTIFIC FORCE</b>		
Agriculturist and Superintendent of Labor.....	1	1,500
Assistant on Animal Husbandry.....	1	2,000
Editor and Librarian.....	1	3,000
Bacteriologist.....	1	3,000
Associate Bacteriologist.....	1	1,800
Assistant Bacteriologist.....	1	750

\*\$440 was appropriated for temporary clerical services.

# ORGANIZATION AND FUNCTIONS

347

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>NEW YORK STATE AGRICULTURAL EXPERIMENT STATION</b>		
<b>2—Bureau of Investigation and Research</b>		
<b>1—SCIENTIFIC FORCE—Continued</b>		
Botanist.....	1	\$3,000
Associate Botanist.....	1	1,800
Chemist*.....	1	1,250
Associate Chemist (7th Grade).....	1	1,500
Assistant Chemist (7th Grade).....	1	1,400
Dairy Expert.....	1	900
Entomologist.....	1	3,000
Associate Entomologist.....	1	1,800
Assistant Entomologist.....	1	1,400
Horticulturist.....	1	3,500
Associate Horticulturist.....	1	1,800
Assistant Horticulturist.....	1	1,500
Assistant Horticulturist @ \$1,400.....	2	2,800
Special Agent (7th Grade).....	1	1,500
<b>2—GENERAL OPERATING SERVICE</b>		
Janitor (5th Grade).....	1	900
Poultryman (5th Grade).....	1	900
Engineer (5th Grade).....	1	840
Herdsmen (3rd Grade).....	1	600
Dairy Helper (5th Grade).....	1	900
Foreman of Orchards (5th Grade).....	1	900
Florist and Gardener (6th Grade).....	1	1,000
General Mechanic.....	1	900
Watchman (5th Grade).....	1	900
Temporary Employees†.....	.....	.....
<b>3—Bureau of Inspection and Analysis of Fertilizers, Feeding Stuffs, Etc.</b>		
Inspections and analysis of samples required in the enforcement of the provisions of the law in relation to commercial fertilizers, concentrated feeding stuffs, fungicides and insecticides, agricultural seeds and the testing and marking of Babcock glassware.		
Chemist‡.....	1	1,250
Associate Chemist (8th Grade).....	1	1,800
Assistant Chemist (7th Grade) @ \$1,400.....	3	4,200
Assistant Chemist (6th Grade) @ \$1,200.....	2	2,400
Assistant Botanist.....	1	1,400
Laboratory Assistant.....	1	780
Temporary services as required§.....	.....	.....

\* Chemist also receives \$1,250 under Bureau of Inspection and Analysis of Fertilizers, etc.

† \$2,160 was appropriated for teamsters, farm and other common laborers.

‡ Chemist also receives \$1,250 under Bureau of Investigation and Research.

§ \$1,500 was appropriated for temporary services as required.



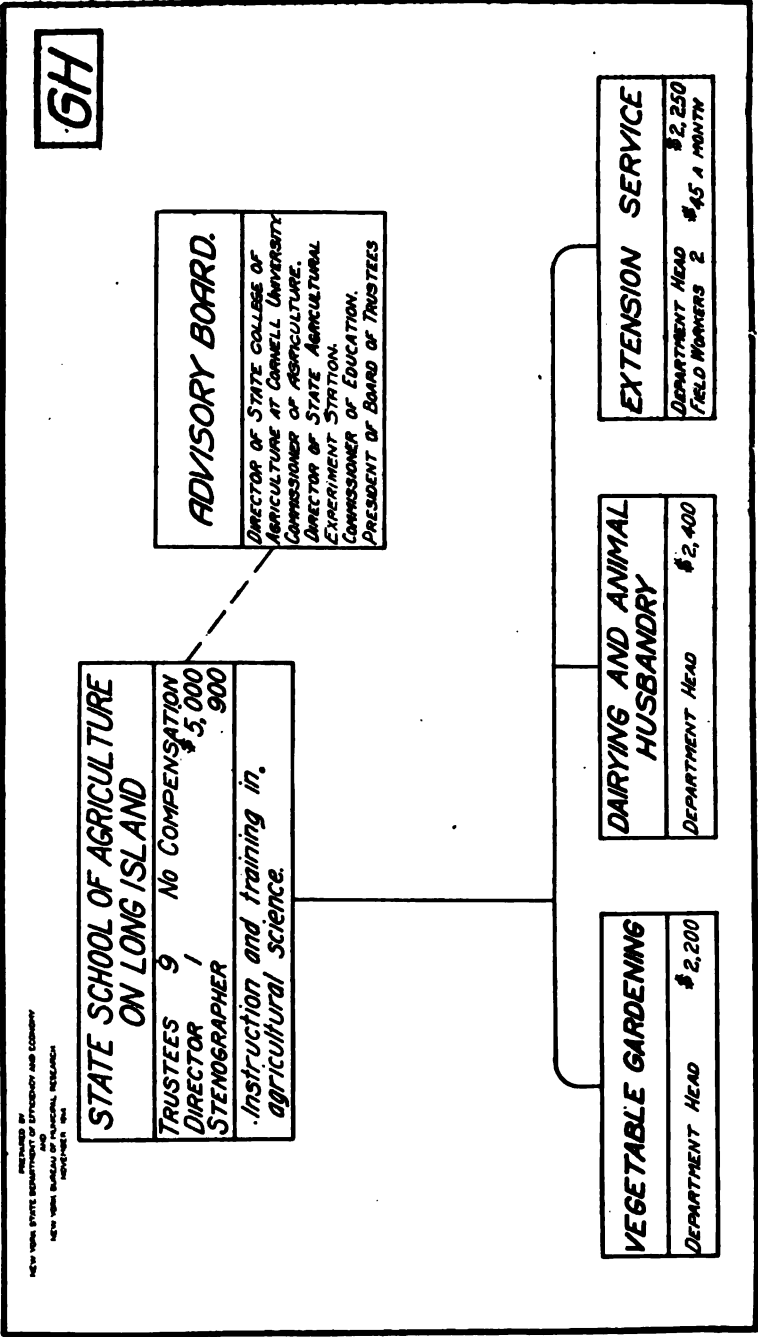
TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>NEW YORK STATE AGRICULTURAL EXPERIMENT STATION</b>		
<b>4—Bureau of Field, Orchard, Truck and Garden Crops and Sanitary Milk Investigation</b>		
Conducting field, orchard and garden crop investigations and demonstrations and investigating and demonstrating the means and methods of producing sanitary milk.		
Agronomist.....	1	\$2,500
Assistant Agronomist.....	1	1,200
Foreman in Horticulture (6th Grade).....	1	1,000
Associate Chemist (8th Grade).....	1	1,800
Assistant Entomologist.....	1	1,400
Assistant Bacteriologist.....	1	1,250
<b>5—Bureau of Grape Culture</b>		
Investigating conditions of grape culture in the various grape growing sections of the State, including cultivation, methods of management, fungus and insect depredations and varieties.		
Associate Horticulturist.....	1	2,000
Associate Entomologist.....	1	1,800

**STATE SCHOOL OF AGRICULTURE ON LONG ISLAND**

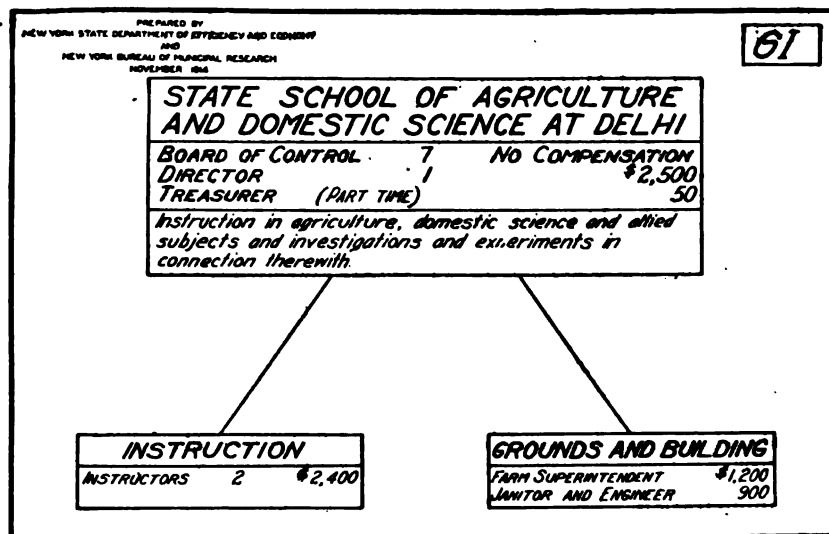
Established by chapter 319 of the Laws of 1912, for the purpose of furnishing instruction and training in agricultural science, courses for public school teachers and others, winter courses for farmers and others, and such other operations as may be approved by the trustees and the Commissioner of Education.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—Supervision.....	9	.....
2—Advisory Board.....	*5	.....
3—Administration.....	2	\$5,900
4—Department of Vegetable Gardening.....	1	2,200
5—Department of Dairying and Animal Husbandry.....	1	2,400
6—Department of Extension Service.....	1	2,250
Total on annual pay-roll basis.....	5	\$12,750

\* This number includes the President of the Board of Trustees, also enumerated under Supervision.  
 Note—Employees of State Colleges are in the unclassified service. Civil Service Rule III, Paragraph 2.



TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE SCHOOL OF AGRICULTURE ON LONG ISLAND</b>		
<b>1—Supervision and Management</b>		
Trustees..... Appointed by the Governor, one from each of the five boroughs of the City of New York, two from the county of Nassau and two from the county of Suffolk, the terms of three trustees expiring each year. Charged with the immediate supervision, care and management of the school.	9	.....
<b>2—Advisory Board.....</b>	5	.....
Director of State College of Agriculture at Cornell University Commissioner of Agriculture Director of State Agricultural Experiment Station Commissioner of Education President of Board of Trustees of School To render advice concerning matters of instruction and other operations of the school.		
<b>3—Administration</b>		
Director.....	1	\$5,000
Stenographer.....	1	900
<b>4—Department of Vegetable Gardening</b>		
Department Head.....	1	2,200
<b>5—Department of Dairying and Animal Husbandry</b>		
Department Head.....	1	2,400
<b>6—Department of Extension Service</b>		
Department Head.....	1	2,250
Field Workers..... Two field workers employed during summer months @ \$45 per month.	.....	.....



### STATE SCHOOL OF AGRICULTURE AND DOMESTIC SCIENCE AT DELHI

Established by chapter 675 of the Laws of 1913, for the purpose of giving practical instruction in agriculture, domestic science and allied subjects, including courses preparatory to those given at the State School of Agriculture at Cornell University, and of conducting investigations and experiments in southeastern New York in fertilization, tillage, farm management, live-stock husbandry and dairying.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—Board of Control.....	7	.....
2—Administration.....	2	\$2,550
3—Instruction.....	2	2,400
4—Grounds and Buildings.....	2	2,100
Total on annual pay-roll basis.....	6	\$7,050

NOTE—Employees of State Colleges are in the unclassified service. Civil Service Rule III, Paragraph 2.

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE SCHOOL OF AGRICULTURE AND DOMESTIC SCIENCE AT DELHI</b>		
<b>1—Board of Control</b>		
General care, supervision and control of the school and property thereof; employ and remove teachers and employees; adopt rules; prescribe course of instruction and methods of investigation and experiments to be followed.		
Trustees..... Appointed by the Governor by and with the consent of the Senate.	5	.....
Trustee (ex-officio)..... State Commissioner of Agriculture.	1	.....
Trustee (ex-officio)..... Director of State Agricultural School at Cornell University.	1	.....
<b>2—Administration</b>		
Director.....	1	\$2,500
Treasurer (part time).....	1	50
<b>3—Instruction</b>		
Instructor in Chemistry.....	1	1,200
Instructor in Dairy Course.....	1	1,200
<b>4—Grounds and Buildings</b>		
Farm Superintendent.....	1	1,200
Janitor and Engineer.....	1	900

### NEW YORK STATE COLLEGE OF FORESTRY AT SYRACUSE UNIVERSITY

Conducts upon land acquired for such purposes, such experiments in forestry and forestation as are considered advantageous to the interests of the State and the advancement of the science of forestry. Plants, raises, cuts and sells trees and timber, of such specie and in such quantities as the board of trustees deems best with a view to obtaining and imparting knowledge concerning the scientific management and use of forests, their regulation and administration, and the production, harvesting and reproduction of wood crops with a view to earning revenue therefrom. The institution is under the care and management of a board of thirteen trustees, nine of whom are appointed by the governor for a term of six years without compensation; and four ex-officio members, viz.: chairman of State Conservation Commission, president pro tempore of the Senate, Commissioner of Education and the Chancellor of Syracuse University.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—Board of Trustees.....	12	.....
2—Administration.....	* 3	\$7,100
3—Instruction.....	11	22,750
4—Library.....	1	850
5—Care of Buildings.....	*.....	.....
Total on annual pay-roll basis.....	15	\$30,700

\*In addition nine temporary positions are provided for, payable out of appropriation of \$1,800, for extra clerical help, janitor and student labor.

Note—Employees of State Colleges are in the unclassified service. Civil Service Rule III, paragraph 2.

CARE OF BUILDINGS  
JANITOR 1 \*

INSTRUCTION  
PROFESSOR OF FOREST ENGINEERING 1 \$2,750  
DIRECTOR OF STATE RANGER SCHOOL 1-2,000  
ASSISTANT PROFESSORS 4-9,200  
ASSOCIATE PROFESSORS 2-4,400  
INSTRUCTORS 3-4,400

LIBRARY  
LIBRARIAN 1 \$850

\*Paid from \$1800 appropriated for extra work.



TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>NEW YORK STATE COLLEGE OF FORESTRY AT SYRACUSE UNIVERSITY</b>		
<b>1—Board of Trustees</b>		
Members.....	12	.....
The duties of the board are: the employment and removal of teachers, experts, clerks and assistants; the adoption of rules controlling the affairs of the college; the prescribing of the course of instruction and the methods of investigation and experiments to be followed in the college; making to the legislature, on or before the first day of February a detailed statement of the general operation of the college for the year ending on the thirtieth day of September next preceding		
<b>2—Administration</b>		
Dean and Director of College.....	1	\$5,000
Secretary-Treasurer.....	1	1,200
Secretary to the Dean.....	1	900
Clerks *.....	3	.....
Student Assistants *.....	5	.....
<b>3—Instruction</b>		
Professor of Forest Engineering.....	1	2,750
Director of State Ranger School.....	1	2,000
Assistant Professor of Forest Products.....	1	2,000
Assistant Professor of Silviculture.....	1	2,200
Assistant Professor of Forest Utilization.....	1	2,500
Assistant Professor of Landscape Engineering.....	1	2,500
Associate Professor of Forest Entomology.....	1	2,200
Associate Professor of Forest Pathology.....	1	2,200
Instructor in Lumbering.....	1	1,600
Instructor in Forest Engineering.....	1	1,400
Instructor in Silviculture.....	1	1,400
<b>4—Library</b>		
Librarian.....	1	850
<b>5—Care of Buildings</b>		
Janitor *.....	1	.....

\* Compensation not stated; payable out of appropriation of \$1,800 for extra clerical help, janitor and student labor.

STATE VETERINARY COLLEGE AT CORNELL UNIVERSITY

Established by Chapter 153 of the Laws of 1894 for the purpose of conducting investigations of diseases of animals with a view to their prevention and cure; of investigating such economical questions as may contribute to the more profitable breeding, rearing and utilization of animals; of producing reliable standard preparations of toxins, antitoxins and other products to be used in the diagnosis, prevention and cure of diseases and in the conducting of sanitary work by approved modern methods; and of giving instruction in the normal structure and function of the animal body, in the pathology, prevention and treatment of animal diseases, and in all matters pertaining to sanitary science as applied to live stock and cor-  
relatively to the human family.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—Administration . . . . .	2	\$6,200
2—Instruction . . . . .	22	38,050
3—Library . . . . .	1	720
4—Care of Buildings . . . . .	13	7,080
Total on annual pay-roll basis . . . . .	38	\$52,050

NOTE.— Employees of State colleges are in the unclassified service. Civil Service Law, Rule III, paragraph 2.

## ADVISORY BOARD FOR THE PROMOTION OF AGRICULTURE

Created by the Legislature to consider plans for the promotion of agricultural education and the advancement of interest in country life.

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>The Board:</b> ..... Composed of twelve members, three of whom are appointed by the Governor and serve without compensation. The nine ex-officio members are: Commissioner of Education, Commissioner of Agriculture, Director of New York State College of Agriculture, Director of New York Agricultural Experiment Station, Director of New York State Veterinary College, Director of Dean of State Schools of Agriculture at Alfred University, Alfred, N. Y., St. Lawrence University, Canton, N. Y., and Morrisville, N. Y., and a member of the State Fair commission.	12	.....

## NEW YORK — AMERICAN VETERINARY COLLEGE

A school unit of New York University of the City of New York; adopted by the State as the State Veterinary College for the eastern section of the State, by chapter 676 of the Laws of 1913 (forming article 1190 to 1193 of the Education Law). The law provides that the objects of the college shall include: conducting investigations as to the nature, prevention and cure of all communicable diseases of animals; also to investigate economic questions contributing to the breeding, rearing and utilization of animals; to produce toxins and anti-toxins and to give instruction in the pathology, prevention and treatment of animal diseases, and in matters pertaining to sanitary science as applied to live stock, and correlatively to the human family.

Provision is made for appropriations but none have ever been made.

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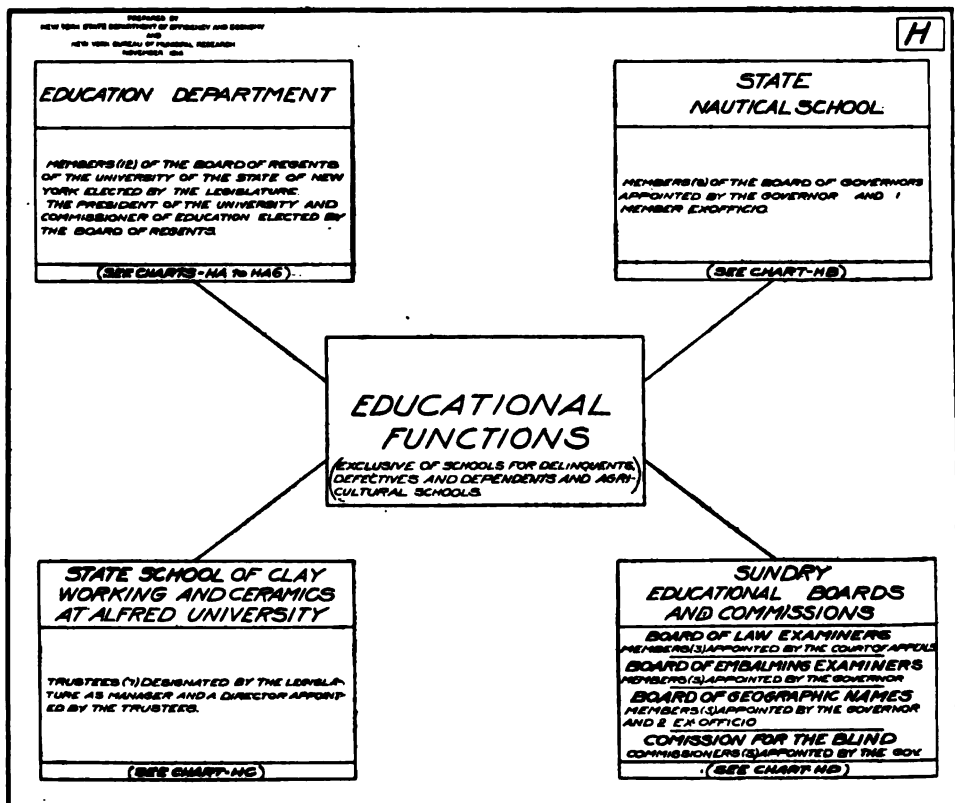
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**SCHOHARIE STATE SCHOOL OF AGRICULTURE**

Established by chapter 852 of the Laws of 1911, for the purpose of giving instruction in agriculture, mechanic arts and home making; conducting investigations and experiments in fertilization, tillage, farm management and improvement of live stock; dissemination of results of such investigations and experiments and other agricultural knowledge by means of lectures, bulletins, etc. The school is under construction and has not begun operations.

ORGANIZATION	Number of employees	Amount pay-roll basis
Trustee (appointed by Governor) .....	5	.....
Trustee (ex-officio) .....	2	.....
Employment and removal of teachers, experts, chemists, clerks and assistants; adoption of rules governing the school; prescribing course of instruction and methods of investigation and experiments to be followed; making annual report to Commissioner of Agriculture.		
Director's Assistant. ....	1	\$500
Total on annual pay-roll basis .....	1	\$500



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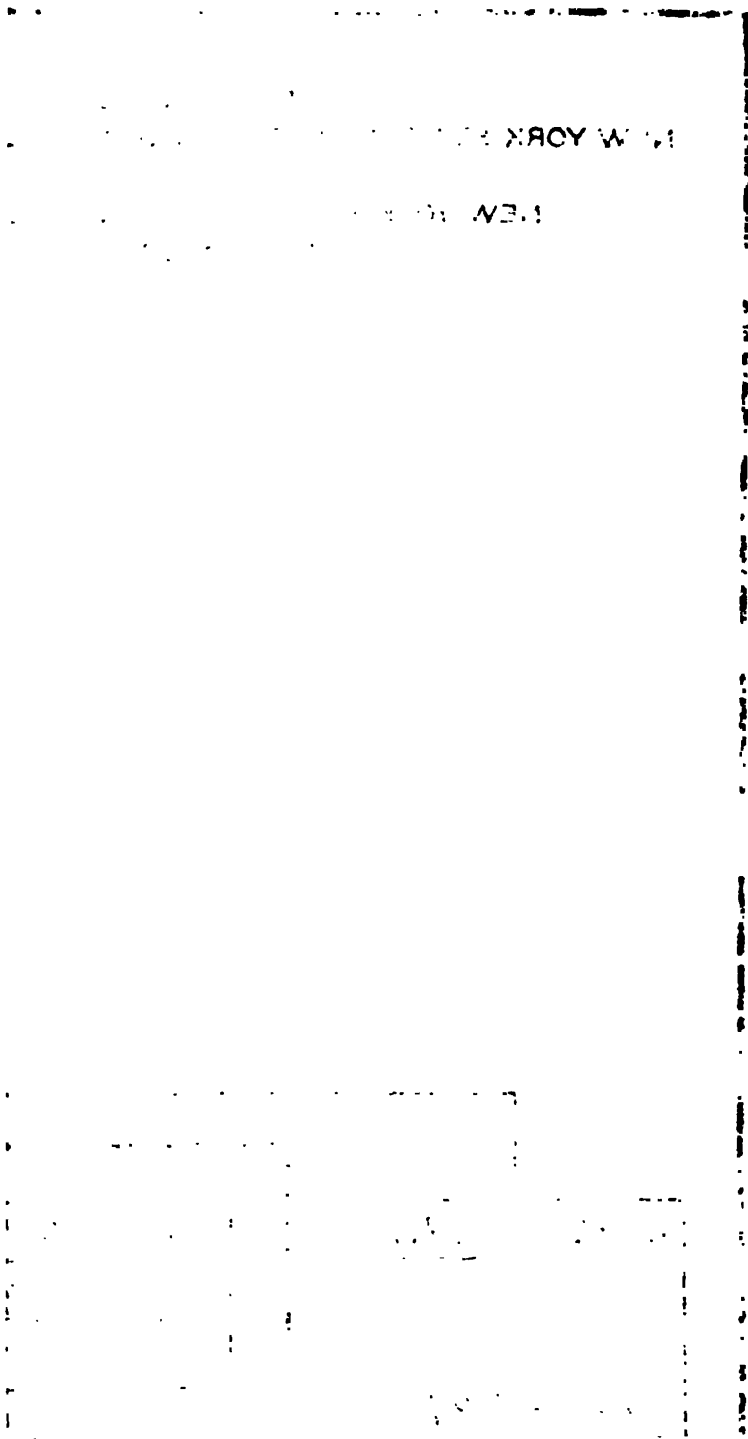
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## EDUCATION DEPARTMENT

The State Education Department is charged with the general management and supervision of the public schools and all educational work of the State. Its jurisdiction extends to the district, village and city schools, to normal schools, colleges and universities, the professional and technical schools, libraries, museums, study clubs, historical societies, and other institutions of an educational character. It supervises entrance requirements to, and the licensing to practice of the professions of medicine, public accounting, dentistry, pharmacy, optometry and veterinary medicine and also supervises the certification of shorthand reporters, and the training of nurses. As the University of the State of New York, it may incorporate any university, college, academy, library, museum or other institution or association for the promotion of knowledge.

The department inspects educational institutions, licenses teachers, establishes uniform standards for public schools, maintains the State library, the State museum, the State library school and apportions to the schools the appropriations annually made by the Legislature.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—Board of Regents .....	12	.....
2—General Administration .....	5	\$15,600
3—Department of Elementary Education .....	*572	677,165
4—Department of Secondary Education .....	*71	97,925
5—Department of Higher Education .....	*15	27,340
6—Executive Divisions .....	120	95,900
7—Educational Divisions .....	136	182,860
8—State Library .....	85	83,020
9—State Science Work and Museum .....	25	35,840
Total on annual pay-roll basis .....	1,032	\$1,215,650

\* In addition to this number the following members of boards serve without compensation (except 7 members who receive stipends for acting as secretaries):

Department of Elementary Education .....	80
Department of Secondary Education .....	8
Department of Higher Education .....	68
Total .....	153

DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>EDUCATION DEPARTMENT</b>		
1—Board of Regents .....	12	.....
2—General Administration .....	5	\$15,600
3—Department of Elementary Education		
1—ADMINISTRATION .....	5	11,060
2—STATE NORMAL SCHOOLS		
1—Brookport .....	*29	33,020
2—Buffalo .....	*37	42,060
3—Cortland .....	30	41,035
4—Fredonia .....	*31	39,750
5—Geneseo .....	32	38,600
6—New Paltz .....	*31	37,096
7—Oneonta .....	*39	45,635
8—Oswego .....	33	43,149
9—Plattsburg .....	*29	36,700
10—Potsdam .....	*35	44,120
3—INDIAN SCHOOLS .....	34	13,340
4—DISTRICT SUPERINTENDENT .....	207	248,400
5—TEACHERS' RETIREMENT FUND BOARD .....	2	3,200
4—Department of Secondary Education		
1—ADMINISTRATION .....	3	7,120
2—STATE COLLEGE FOR TEACHERS .....	60	90,805
5—Department of Higher Education		
1—ADMINISTRATION .....	3	7,120
2—BOARDS OF EXAMINERS		
1—State Examination Board .....		.....
2—Medical .....	2	4,900
3—Dental .....		.....
4—Pharmacy .....	8	12,800
5—Veterinary .....		.....
6—Nurse .....	2	2,520
7—Certified Public Accountant .....		.....
8—Optometry .....		.....
9—Certified Shorthand Reporter .....		.....
6—Executive Divisions		
1—ADMINISTRATION		
1—General Office .....	2	4,700
2—Cashier's Office .....	5	5,680
3—Printing Section .....	6	6,380
4—Mailing Room .....	6	5,160
5—Filing Room .....	2	1,800
6—Storeroom .....	6	5,160
7—Telephone Switchboard .....	2	1,200
8—Care and Operation — Education Building		
1—SUPERVISION .....	2	3,600
2—ENGINEERING SECTION .....	15	13,860
3—CARE AND CLEANING SECTION .....	65	34,360
9—Information Bureau .....	1	900
2—LAW .....	3	6,520
3—COMPULSORY ATTENDANCE .....	5	6,580

# ORGANIZATION AND FUNCTIONS

367

DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>EDUCATION DEPARTMENT</b>		
<b>7—Educational Divisions</b>		
1—INSPECTIONS.....	13	\$24,750
2—EXAMINATIONS		
1—Supervision.....	12	14,620
2—Academic — Examinations and Records.....	28	30,140
3—Professional — Examinations and Records.....	8	8,240
4—Professional Academic Examinations and Records.....	9	6,820
5—Teachers' Examinations and Records.....	7	6,940
6—Foreign Credentials and Records.....	4	4,980
3—VOCATIONAL SCHOOLS.....	6	14,650
4—LIBRARY SCHOOL.....	5	6,400
5—SCHOOL LIBRARIES.....	3	6,400
6—EXTENSION		
1—Supervision.....	3	4,440
2—Public Libraries Section.....	3	5,100
3—Traveling Libraries.....	11	7,200
7—VISUAL INSTRUCTION.....	9	10,260
8—HISTORY.....	4	6,960
9—PUBLIC RECORDS.....	3	5,980
10—STATISTICS.....	8	8,980
<b>8—State Library</b>		
1—EXECUTIVE SECTION.....	7	10,040
2—ORDER SECTION.....	16	12,620
3—CATALOG SECTION.....	18	14,120
4—REFERENCE SECTION.....	16	14,420
5—SHELF SECTION.....	3	3,000
6—BOOK SELECTION SECTION.....	5	4,140
7—LAW LIBRARY.....	6	6,900
8—LEGISLATIVE REFERENCE SECTION.....	9	8,300
9—MEDICAL LIBRARY.....	3	1,920
10—LIBRARY FOR THE BLIND.....	2	1,380
11—MANUSCRIPTS SECTION.....	6	6,180
<b>9—State Science Work and Museum</b>		
1—ADMINISTRATION.....	8	11,640
2—RESEARCH		
1—Geological Survey.....	5	9,000
2—Botany.....	2	3,300
3—Entomology.....	3	4,380
4—Mineralogy.....	1	1,500
5—Zoology.....	1	1,200
6—Archeology.....	1	1,300
3—MUSEUM.....	4	3,520

\*In addition to the employees here shown the following members of boards serve without compensation (except 7 members of boards who receive stipends for acting as secretaries):

Department of Elementary Education.....	80
Department of Secondary Education.....	5
Department of Higher Education.....	68

Total..... 153

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>EDUCATION DEPARTMENT</b>		
1—Board of Regents.....	12	.....
<p>The board, one member of which is elected annually by the Legislature for a term of twelve years, acts as a legislative body upon all matters within the jurisdiction of the State education department. It is required by statute that the board shall consist of three more members than there are judicial districts in the State and that each such district shall be represented on the board by at least one member.</p>		
<b>STANDING COMMITTEES</b>		
<p>1—Charters (3 Members)  2—Elementary Education (3 Members)  3—Secondary Education (3 Members)  4—Higher Education (3 Members)  5—Educational Extension (3 Members)  6—State Library (3 Members)  7—State Science Work and Museum (3 Members)  8—Examinations (3 Members)  9—Licenses (3 Members)  10—Appointments (3 Members)  11—Finances (3 Members)  12—Education Building (4 Members)  13—Law (8 Members)  14—Legislation (3 Members)</p>		
<b>2—General Administration</b>		
President of the University and Commissioner of Education....	1	\$10,000
<p>Chosen by the Board of Regents to serve during the pleasure of the board as the chief executive officer of the State educational system and of the Regents. He executes the statutes relative to the educational system, and the policies determined upon by the Regents; and has judicial powers to determine appeals, and the rules governing them, which are brought to him from the action of local school officers and boards. He is the general supervisory and advisory officer of the entire State educational system. He may create such departments as he deems necessary and appoint deputies and heads of departments subject to approval by the Regents. He is responsible for the safe-keeping of the university seal, books, records and other property in charge of the Regents and the administration of the various divisions and departments of the University of the State of New York of which he is president. He is also a member, ex-officio, of the board of governors, State Nautical School; advisory board for the promotion of agriculture; State probation commission; advisory board, New York State School of Agriculture, Long Island; State board of geographic names; trustee, ex-officio, Cornell University; State College of Forestry, Syracuse University and Schoharie State School of Agriculture.</p>		
Secretary to the Commissioner (Exempt).....	1	2,000
<p>Assembling information desired by president for all purposes; editing the president's bulletins to the schools; representing department and president on committees.</p>		
Confidential Stenographer (Exempt).....	1	1,500
<p>President's dictation and correspondence; receiving callers; taking minutes of Regents' meetings; preparing Regents' journal; in-charge of Regents' records.</p>		

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TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>EDUCATION DEPARTMENT</b>		
<b>2—General Administration—Continued</b>		
Messenger (6th Grade)..... Messenger service; distribution of newspaper clippings; receiving callers.	1	\$1,200
Stenographer (5th Grade)..... President's dictation; typing president's addresses; filing.	1	900
<b>3—Department of Elementary Education</b>		
The department has supervision over the elementary schools below the academic grade; the training of teachers therefor in city training school, teachers' training classes and State normal schools and over the operation of the educational law applicable thereto. It also administers the Indian schools and supervises the work of the district superintendents of schools.		
<b>1—ADMINISTRATION</b>		
Assistant Commissioner for Elementary Education (Exempt).. General executive duties of the department.	1	5,000
Assistant in Elementary Education (11th Grade)..... Auditing accounts for normal and Indian schools, and district superintendents; appointments of normal and training schools, and verifying appointments for institutes for defectives; preparing pay-roll for Indian schools; paying off normal school employees; examining and passing on requisitions, estimates and orders for normal schools.	1	3,000
Stenographer (7th Grade)..... Assistant commissioner's dictation and correspondence.	1	1,400
Stenographer (6th Grade).....	1	1,000
Messenger (4th Grade)..... Messenger service; filing.	1	660
<b>2—STATE NORMAL SCHOOLS</b>		
Schools maintained and administered by the State for the professional training and instruction of teachers of the elementary schools.		
<b>1—Brockport</b>		
Local Board (Unclassified).....	7	.....
Secretary and Treasurer (of the Board).....	.....	200
Principal (Unclassified).....	1	*3,500
Secretary to the Principal (Exempt).....	1	900
Teachers (Unclassified).....	24	26,000
Care of Building and Grounds (Laborer).....	3	2,420

\* Residence furnished in addition to salary.



TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>EDUCATION DEPARTMENT</b>		
<b>3—Department of Elementary Education</b>		
<b>2—STATE NORMAL SCHOOLS—Continued</b>		
<b>2—Buffalo</b>		
Local Board (Unclassified) .....	7	.....
Secretary and Treasurer (of the Board) .....	.....	\$400
Principal (Unclassified) .....	1	*3,500
Secretary to the Principal (Exempt) .....	1	1,100
Clerk (Exempt) .....	1	220
Teachers (Unclassified) .....	25	33,070
Care of Buildings and Grounds (Laborer) .....	9	3,770
<b>3—Cortland</b>		
Local Board (Unclassified) .....	7	.....
Principal (Unclassified) .....	1	3,800
Secretary to the Principal (Exempt) .....	1	775
Teachers (Unclassified) .....	27	34,460
Care of Buildings and Grounds (9th Grade) .....	1	2,000
<b>4—Fredonia</b>		
Local Board (Unclassified) .....	5	.....
Secretary and Treasurer (of the Board) .....	.....	250
Principal (Unclassified) .....	1	3,800
Secretary to the Principal (Exempt) .....	1	950
Teachers (Unclassified) .....	27	33,270
Care of Buildings and Grounds (Laborer) .....	2	1,480
<b>5—Geneseo</b>		
Local Board (Unclassified) .....	9	.....
Principal (Unclassified) .....	1	3,800
Secretary to the Principal (Exempt) .....	1	850
Teachers (Unclassified) .....	27	31,850
Care of Buildings and Grounds (Laborer) .....	3	2,100
<b>6—New Paltz</b>		
Local Board (Unclassified) .....	8	.....
Secretary and Treasurer (of the Board) .....	.....	400
Principal (Unclassified) .....	1	*3,500
Secretary to the Principal (Exempt) .....	1	750
Teachers (Unclassified) .....	25	30,150
Care of Buildings and Grounds (Laborer) .....	4	2,296
<b>7—Oneonta</b>		
Local Board (Unclassified) .....	9	.....
Secretary and Treasurer (of the Board) .....	.....	200

\* Residence furnished in addition to salary.

# ORGANIZATION AND FUNCTIONS

371

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>EDUCATION DEPARTMENT</b>		
<b>3—Department of Elementary Education</b>		
<b>2—STATE NORMAL SCHOOLS</b>		
<b>7—Oneonta—Continued</b>		
Principal (Unclassified).....	1	\$3,800
Secretary to the Principal (Exempt).....	1	1,000
Teachers (Unclassified).....	32	37,300
Care of Buildings and Grounds (Laborer).....	5	3,335
<b>8—Oswego</b>		
Local Board (Unclassified).....	8	.....
Principal (Unclassified).....	1	3,800
Secretary to the Principal (Exempt).....	1	1,200
Teachers (Unclassified).....	24	34,195
Care of Buildings and Grounds (Laborer).....	7	3,954
<b>9—Plattsburg</b>		
Local Board (Unclassified).....	8	.....
Secretary and Treasurer (of the Board).....	.....	200
Principal (Unclassified).....	1	3,800
Secretary to the Principal (Exempt).....	1	900
Teachers (Unclassified).....	24	29,800
Care of Buildings and Grounds (Laborer).....	3	2,000
<b>10—Potsdam</b>		
Local Board (Unclassified).....	7	.....
Secretary and Treasurer (of the Board).....	.....	400
Principal (Unclassified).....	1	*3,500
Secretary to the Principal (Exempt).....	1	750
Teachers (Unclassified).....	31	37,550
Care of Buildings and Grounds (Laborer).....	2	1,920
<b>3—INDIAN SCHOOLS †</b>		
Elementary schools administered and maintained by the State on the several reservations for Indians; the State provides buildings, furnishes them, employs the teachers and oversees the work.		
<b>1—Allegheny</b>		
Teachers (Unclassified).....	7	2,828
<b>2—Cattaraugus</b>		
Teachers (Unclassified).....	9	3,402

\* Residence furnished in addition to salary.

† Amounts given in the above are in terms of the nearest even dollars and for the year ended September 30, 1914.

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>EDUCATION DEPARTMENT</b>		
<b>3—Department of Elementary Education</b>		
<b>3—INDIAN SCHOOLS *—Continued</b>		
<b>3—Onondaga</b>		
Teachers (Unclassified).....	3	\$1,191
<b>4—Shinnecock</b>		
Teachers (Unclassified).....	1	386
<b>5—St. Regis</b>		
Teachers (Unclassified).....	8	3,059
<b>6—Tonawanda</b>		
Teachers (Unclassified).....	4	1,578
<b>7—Tuscarora</b>		
Teachers (Unclassified).....	2	896
<b>4—DISTRICT SUPERINTENDENT †</b>		
<p>The district superintendent is elected for a term of five years, by a board of school directors formed of the school directors of the several towns included within the supervisory district of which he is to be in charge. He has general supervision over all the public schools of his district, holds conferences of teachers, inspects schools, examines and licenses teachers, advises with and directs school trustees, takes affidavits and administers oaths, conducts investigations at the request of the commissioner of education, and hears testimony under the direction of the commissioner in a case on appeal. He reports annually to the commissioner on the first day of September in such form and in such manner as required by the commissioner.</p>		
Superintendents @ \$1,200.....	207	248,400
<b>5—TEACHERS' RETIREMENT FUND BOARD</b>		
<p>The duties of the board are comprehended in the application of the law through which a fund is accumulated for the benefit of retired teachers, and the administration and distribution of the fund so obtained.</p>		
Members of the Board.....	5	.....
Secretary (Exempt).....	1	2,000
<p>Chief administrative officer of the board. Keeps the minutes of meetings and records of the board; conducts ordinary correspondence; receives applications for retirement; secures information concerning applicants and makes recommendations to the retirement committee.</p>		

\* Amounts given in the above are in terms of the nearest even dollars and for the year ended September 30, 1914.

† Each superintendent is allowed for expenses, in addition to his salary, an amount not to exceed \$300 per year.

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>EDUCATION DEPARTMENT</b>		
<b>3—Department of Elementary Education</b>		
<b>5—TEACHERS RETIREMENT FUND BOARD — <i>Continued</i></b>		
Clerk (6th Grade)..... Does stenographic and record work, and general office routine.	1	\$1,200
<b>4—Department of Secondary Education</b>		
The department has supervision over the high schools and academies of the State, the training of the teachers therefor, and the operation of the educational law applicable thereto. It also has direct supervision over the State College for Teachers at Albany.		
<b>1—ADMINISTRATION</b>		
Assistant Commissioner for Secondary Education (Exempt) . . . General executive duties of the department.	1	5,000
Stenographer (7th Grade)..... Assistant commissioner's dictation and correspondence.	1	1,400
Messenger (4th Grade)..... Messenger service; also operating multigraph for other departments.	1	720
<b>2—STATE COLLEGE FOR TEACHERS</b>		
The work of the college is to furnish instruction and professional training for teachers for the public secondary schools.		
Board of Trustees (Unclassified).....	5	.....
Secretary and Treasurer (of the Board).....	1	1,200
President (Unclassified).....	1	5,000
Dean (Unclassified).....	1	2,750
Clerk (Exempt).....	1	700
Teachers (Unclassified).....	45	72,045
Care of Buildings and Grounds.....	20	9,110
<b>5—Department of Higher Education</b>		
The department has supervision over the operation of the educational law applicable to universities, colleges, professional and technical schools, and with the operation of the laws concerning the issuing of licenses to practice the professions (except law).		
<b>1—ADMINISTRATION</b>		
Assistant Commissioner for Higher Education (Exempt) . . . . . General executive duties of the department.	1	5,000

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>EDUCATION DEPARTMENT</b>		
<b>5—Department of Higher Education</b>		
<b>1—ADMINISTRATION — <i>Continued</i></b>		
Stenographer (7th Grade)..... Assistant commissioner's dictation and correspondence.	1	\$1,400
Messenger (4th Grade)..... Messenger service; filing; assisting in mailing room.	1	720
<b>2—STATE BOARDS OF EXAMINERS</b>		
The duties of the examining boards comprise the preparation of question papers for examinations, the grading of papers and the certification to the regents of successful candidates for licenses to practice the professions (except law). They also have general supervision over the enforcement of the laws relative to the practice of the professions; hear charges and may revoke licenses or cause them to be revoked.		
<b>1—State Examination Board</b>		
Members..... The Commissioner of Education, the three assistant commissioners and the chief of the examinations division are ex-officio members, and the commissioner is chairman. There are fifteen appointive members. The board appoints committees to prepare question papers for State examinations, and advises in respect to form and contents of syllabuses of subjects of study for elementary and secondary schools.	20	.....
<b>2—Medical</b>		
Members of the Board..... Prepare questions; mark answers of candidates for license to practice medicine; prepare questions; mark answers for candidates for license to practice chiropody; reviews papers of rejected candidates on their appeal and hear cases in proceedings for the revocation of licenses.	9	.....
Secretary (Exempt)..... Edits questions; prepares report; attends to official correspondence; receives complaints; inspects and reports on the standing of medical schools at the direction of the Commissioner of Education; prepares reports of review and trial committees.	1	4,000
Stenographer (5th Grade)..... Dictation and correspondence of the board, the committees and the secretary.	1	900
<b>3—Dental</b>		
Members..... Submits questions for examination papers; issues certificates of competency to practice dentistry; conducts hearings on charges and reports findings to regents.	9	.....

Amount per year
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TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>EDUCATION DEPARTMENT</b>		
<b>5—Department of Higher Education</b>		
<b>2—STATE BOARDS OF EXAMINERS—Continued</b>		
<b>4—Pharmacy</b>		
Members of the Board.....	9	.....
The board supervises, regulates and controls the practice of pharma- cology; prepares examination papers, grades papers and certifies successful candidates for licenses to the regents. It investigates alleged violations of the law, may recommend the revocation of licenses and keeps record of all licenses issued.		
Secretary (Exempt).....	1	\$3,000
Executive duties.		
Clerk (8th Grade).....	1	1,800
Assistant to the secretary; has charge of mail. Records certificates of registration of pharmacies and drug stores and the registration of appren- tice fees received; general supervision of the office in the absence of sec- retary.		
Stenographer (5th Grade).....	1	900
Typewrites dictation, records cases of violation and assists clerk.		
Inspectors (8th Grade) @ \$1,600.....	2	3,200
Inspectors (7th Grade).....	1	1,500
Inspector (6th Grade).....	1	1,200
Assistant Inspector (6th Grade).....	1	1,200
General inspection of pharmacies, drug stores and general stores.		
<b>5—Veterinary</b>		
Members of the Board.....	5	.....
Preparation and examination of papers, and holding of examinations.		
<b>6—Nurse Examiner</b>		
Members of the Board.....	5	.....
Advise as to rules for examination of nurses. Inspection of nurses' training classes and courses.		
Inspector (8th Grade).....	1	1,800
Inspection of nurse training schools and hospitals connected with the same.		
Stenographer (4th Grade).....	1	720
Stenographic services connected with the above.		
<b>7—Certified Public Accountant</b>		
Members of the Board.....	3	.....
Preparation and examination of papers by the members of the board.		
<b>8—Examiners in Optometry</b>		
Members of the Board.....	5	.....
Preparation and examination of papers by members of the board.		





TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>EDUCATION DEPARTMENT</b>		
<b>5—Department of Higher Education</b>		
<b>2—STATE BOARDS OF EXAMINERS—Continued</b>		
<b>9—Examiners of Certified Shorthand Reporters</b>		
Members of the Board.....	3	.....
Preparation and examination of papers by members of the board.		
<b>6—Executive Divisions</b>		
Those administrative divisions of the university which are designated as "executive" in the rules of the board of regents, being those most directly concerned with executive functions of the university.		
<b>1—ADMINISTRATION</b>		
<b>1—General Office</b>		
Chief (Exempt).....	1	\$3,500
General executive duties; supervision of department staff, general correspondence; correspondence with civil service commission relative to new appointments and promotion of employees; relieves president of matters of executive detail. Prepares annual budgets; certifies budgets before payment; countersigns checks; approves orders before issuance. Under the direction of the president, in general charge of the education building.		
Stenographer (6th Grade).....	1	1,200
Dictation and correspondence; records of employees.		
<b>2—Cashier's Office</b>		
Cashier (11th Grade).....	1	2,500
Prepares monthly budget and balance sheets and analyses of expenditures; responsible for the routine in the cashier's office.		
Clerk (6th Grade).....	1	1,200
Assistant to the cashier; records orders as liens against appropriations; makes out payrolls.		
Clerk (5th Grade).....	1	900
Receipts for and deposits fees; makes out fee sheets for Comptroller.		
Clerk (3rd Grade).....	1	600
Keeps books.		
Bookkeeper (2nd Grade).....	1	480
Keeps books; receipts for fees; makes out fee sheets.		
<b>3—Printing Section</b>		
Editor (11th Grade).....	1	2,500
Edits all department printing.		
Clerk (7th Grade).....	1	1,300
Head printing clerk; revises proof; keeps records.		

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>EDUCATION DEPARTMENT</b>		
<b>6—Executive Divisions</b>		
<b>1—ADMINISTRATION</b>		
<b>3—Printing Section—Continued</b>		
Clerk (5th Grade)..... Revises proof; keeps records; makes out orders.	1	\$900
Clerk (4th Grade).....	1	720
Clerk (3rd Grade).....	1	600
Junior clerk (1st Grade)..... Reads proof and assists in record keeping and filing of proof, copy and samples.	1	360
<b>4—Mailing Room</b>		
Clerk (7th Grade)..... Head mailing clerk; responsible for routine of the mailing room; makes out requisitions for stamps; keeps record of stamps used; responsible for mailing list.	1	1,500
Messenger (6th Grade)..... Assistant to head mailing clerk; looks after registered mail and insured parcel post.	1	1,200
Messenger (Not Graded)..... Opens, delivers and collects mail from various divisions; prepares miscellaneous packages.	1	900
Laborer (Not Graded)..... Assists in collecting and delivering mail and wrapping packages; in charge of express matter.	1	720
Page (2d Grade).....	1	480
Page (1st Grade)..... Works in mailing room during afternoon. During the evening acts as telephone operator until 10 p. m.	1	360
<b>5—Filing Room</b>		
Clerk (6th Grade).....	1	1,200
Clerk (3d Grade)..... Filing clerk—in charge of general files.	1	600
<b>6—Store Room</b>		
Storekeeper (7th Grade)..... Responsible for receipt and distribution of all supplies and publications in the storeroom; prepares for issuance orders for office supplies; keeps check on prices at which supplies may be purchased.	1	1,500
Clerk (3d Grade)..... Keeps records; assists in checking orders.	1	600
Attendant and Shipper..... Custodian of publications in the store room. In charge of wrapping, packing and the general sending of bulletins and publications.	1	900

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>EDUCATION DEPARTMENT</b>		
<b>6—Executive Divisions</b>		
<b>1—ADMINISTRATION</b>		
<b>6—Store Room—Continued</b>		
Laborer.....	1	\$720
Assists in general distribution of supplies.		
Laborer.....	1	600
Operates addressograph and assists in sendings.		
Picture Framer.....	1	840
Has charge of packing and boxing the slides and pictures sent out to schools and study clubs, and of the traveling libraries; unpacks and returns to stock all packages when received.		
<b>7—Telephone Switchboard</b>		
Operator (4th Grade).....	1	720
Operator (2d Grade).....	1	480
In charge of telephone board; also assist in filing requisitions and other general blanks.		
<b>8—Care and Operation—Education Building</b>		
<b>1—SUPERVISION</b>		
Chief Engineer (10th Grade).....	1	2,400
In charge of education building, under direction of chief of administration; supervises work of engineering section and gives particular attention to the mechanical equipment throughout the building; directs work of the orderlies, watchmen and elevatormen.		
Messenger (6th Grade).....	1	1,200
Has charge of the porters and cleaners; acts as general assistant to the chief engineer in charge of building.		
<b>2—ENGINEERING SECTION</b>		
Electrical Engineer (7th Grade).....	1	1,500
Responsible, under the direction of the chief engineer, for the electrical equipment throughout the education building; also inspects and repairs the electric call bells and annunciators throughout the building.		
Electrician (5th Grade).....	1	900
General assistant and helper to electrical engineer.		
Assistant Steam Engineer (5th Grade).....	1	900
Responsible for the steam fittings and equipment throughout the building.		
Assistant Steam Engineer (5th Grade).....	1	840
Assistant Steam Engineer (5th Grade) @ \$780.....	2	1,560
In charge of machinery and electrical equipment in the main engine room; work in eight hour shifts.		

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>EDUCATION DEPARTMENT</b>		
<b>6—Executive Divisions</b>		
<b>1—ADMINISTRATION</b>		
<b>8—Care and Operation—Education Building</b>		
<b>2—ENGINEERING SECTION — Continued</b>		
Elevator Repairman.....	1	\$900
Attention to the mechanical equipment, including cables and safety clutches, etc. of all elevators throughout the building.		
Roofer.....	1	900
Gives necessary care to the roof and does the sheetmetal work through- out the building.		
Carpenter.....	1	960
General carpentry repairs and construction of sundry equipment.		
Painter.....	1	900
Does the painting throughout the building; finishes equipment for the various divisions.		
Elevatorman (5th Grade) @ \$900.....	5	4,500
Operate the elevators in the building.		
<b>3—CARE AND CLEANING SECTION</b>		
Orderly (5th Grade) @ \$840.....	4	3,360
Orderly.....	1	780
On duty during the day in the various corridors of the education building from 6 a. m. to 10 p. m.		
Watchman @ \$720.....	2	1,440
On duty from 10 p. m. to 6. a. m.		
Laborer @ \$720.....	8	5,760
Laborer @ \$600.....	7	4,200
Porter @ \$600.....	4	2,400
Porter @ \$540.....	5	2,700
Porter.....	1	480
Cleaning public rooms and corridors.		
Cleaner @ \$480.....	3	1,740
In charge of the women's retiring rooms.		
Cleaner @ \$390.....	30	11,700
Cleaning private offices throughout the building.		
<b>9—Information Bureau</b>		
Clerk (5th Grade).....	1	900
Supplies information to the visiting public regarding personnel of the department and the work of divisions.		

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TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>EDUCATION DEPARTMENT</b>		
<b>6—Executive Divisions—Continued</b>		
<b>2—LAW</b>		
Chief (12th Grade)..... Acts as counsel for Board of Regents, Commissioner of Education and Professional Boards; advises Commissioner of Education as to disposition of appeal cases; renders opinions on law questions.	1	\$4,000
Clerk and Stenographer (8th Grade)..... Records judicial decisions of commissioner; clerk to chief of division.	1	1,800
Stenographer (4th Grade)..... Dictation and correspondence of the chief.	1	720
<b>3—COMPULSORY ATTENDANCE</b>		
Chief (11th Grade)..... In general charge of the enforcement of the Compulsory Education Law throughout the State.	1	3,500
Clerk (6th Grade)..... Has charge of recording and reviewing monthly attendance reports; records all unsatisfactory reports; corresponds with trustees and boards of education who fail to enforce the Compulsory Education Law.	1	1,000
Stenographer (6th Grade)..... Dictation and correspondence; mailing school record blanks and copies of law.	1	1,000
Typewriter Copyist (3d Grade)..... Dictation and correspondence.	1	600
Clerk (1st Grade)..... Filing, indexing and general office routine.	1	480
<b>7—Educational Divisions</b>		
Those administrative divisions of the university which are designated as "Educational" in the rules of the board of regents—being those more directly concerned with educational functions of the university.		
<b>1—INSPECTIONS</b>		
Chief (12th Grade)..... General administration of inspection of secondary public schools.	1	3,500
Inspector (11th Grade).....	1	3,000
Inspector (11th Grade) @ \$2,750.....	3	8,250
Inspector (11th Grade) @ \$2,500..... Inspection of methods, courses of study and buildings.	8	20,000



TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>EDUCATION DEPARTMENT</b>		
<b>7—Educational Divisions—Continued</b>		
<b>2—EXAMINATIONS</b>		
<b>1—Supervision</b>		
Chief (12th Grade)..... General executive duties.	1	\$4,000
Editor (8th Grade)..... Edits and reads proof of all question papers for examinations.	1	1,800
Clerk in charge of question room (7th Grade)..... Has charge of the filling of orders for question papers for all grades and classes of examinations.	1	1,300
Printer (7th Grade)..... Sets type and prints question papers for examinations.	1	1,300
Clerk in charge of files (6th Grade).....	1	1,100
Stenographer (6th Grade)..... Takes dictation of the division chief and supervises work of other ste- nographers.	1	1,100
Printer's Apprentice (4th Grade)..... Aids the printer.	1	720
Clerk (5th Grade)..... General clerical duties.	1	900
Clerk (4th Grade)..... General clerical duties.	1	720
Clerks (3d Grade) @ \$600..... General clerical duties.	2	1,200
Page (2d Grade)..... Messenger service and office work.	1	480
<b>2—Academic Examinations and Records</b>		
Assistant (9th Grade)..... In charge of academic examinations and records.	1	2,000
Clerk (7th Grade) @ \$1,300..... In charge of the records of all regents examinations in preliminary and academic subjects and the issuance of credentials resulting therefrom.	2	2,600
Clerk (6th Grade).....	1	1,000
Clerks (5th Grade) @ \$900.....	3	2,700
Clerks (4th Grade) @ \$720.....	2	1,440
Clerk (3d Grade)..... General clerical duties.	1	600

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>EDUCATION DEPARTMENT</b>		
<b>7—Educational Divisions</b>		
<b>2—EXAMINATIONS</b>		
<b>2—Academic Examinations and Records—Continued</b>		
Examiners (8th Grade) @ \$1,800.....	2	\$3,600
Examiner (7th Grade).....	1	1,300
Examiners (6th Grade) @ \$1,200.....	4	4,800
Examiner (6th Grade).....	1	1,100
Examiners (6th Grade) @ \$1,000.....	3	3,000
Examiners (5th Grade) @ \$900.....	6	5,400
Grading examination papers.		
Stenographer (3d Grade).....	1	600
Dictation, etc., of the section.		
<b>3—Professional Examinations and Records</b>		
Assistant (11th Grade).....	1	2,500
In charge of professional examinations and records.		
Clerk (7th Grade).....	1	1,300
In charge of professional records.		
Clerks (5th Grade) @ \$900.....	2	1,800
Clerk (4th Grade).....	1	720
Clerks (3d Grade) @ \$600.....	2	1,200
General clerical duties.		
Stenographer (4th Grade).....	1	720
Dictation and correspondence of the section.		
<b>4—Professional Academic Examinations and Records</b>		
Assistant (8th Grade).....	1	1,600
In charge of professional academic examinations and records.		
Clerk (5th Grade).....	1	900
Clerks (4th Grade) @ \$720.....	2	1,440
Clerk (3d Grade).....	1	600
Clerks (2d Grade) @ \$480.....	2	960
General clerical duties.		
Stenographer (4th Grade).....	1	720
Stenographer (3d Grade).....	1	600
Dictation and typing of the section.		
<b>5—Teachers' Examinations and Records</b>		
Assistant (11th Grade).....	1	3,000
In charge of teachers' examinations and records.		
Clerk (7th Grade).....	1	1,300
In charge of teachers' records.		

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>EDUCATION DEPARTMENT</b>		
<b>7—Educational Divisions</b>		
<b>2—EXAMINATIONS</b>		
<b>5—Teachers' Examinations and Records—Continued</b>		
Clerks (3d Grade) @ \$600.....	3	\$1,800
Clerk (1st Grade).....	1	360
General clerical duties.		
Stenographer (2d Grade).....	1	480
Dictation, etc. of the section.		
<b>6—Foreign Credentials and Records</b>		
Assistant (11th Grade).....	1	2,700
In charge of foreign credentials and records.		
Clerks (5th Grade) @ \$900.....	2	1,800
General clerical duties.		
Stenographer (2d Grade).....	1	480
Dictation, etc. of the section.		
<b>3—VOCATIONAL SCHOOLS</b>		
Chief (12th Grade).....	1	4,000
General administrative duties of the section. Attends State and local conferences with labor, industrial and educational organizations as related to vocational schools.		
Inspector Drawing and Handwork (11th Grade).....	1	2,500
Inspection of drawing and manual training in elementary and secondary and normal schools; supervision of teachers of drawing and courses in the training of teachers in normal schools.		
Inspector Industrial Schools (11th Grade).....	1	2,500
Inspection of industrial, trade and continuation schools covering all sections of the State. Conducts conferences for teachers in several groups throughout the State.		
Inspector Agricultural Education (11th Grade).....	1	2,750
Inspects agriculture in State-aided vocational schools and "academic" agriculture in elementary and secondary schools. Conducts conferences and inspects courses of instruction given in normal schools and colleges which train teachers of agriculture. Co-operates with State College of Agriculture.		
Inspector Vocational Education for Girls (8th Grade).....	1	1,800
Inspects household arts courses in elementary and secondary schools throughout the State. Conducts conferences.		
Stenographer (6th Grade).....	1	1,100
Correspondence; filing; typewriting reports and courses of study.		

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>EDUCATION DEPARTMENT</b>		
<b>7—Educational Divisions—Continued</b>		
<b>4—LIBRARY SCHOOL*</b>		
Vice Director (11th Grade)..... Has general charge of school administration. Plans curriculum, announcements, circular of information, annual reports and other publicity material; gives instruction; handles miscellaneous related correspondence; assists educational extension and school libraries divisions, and educational associations directly connected with library development.	1	\$2,500
Registrar (7th Grade)..... Has charge of routine work connected with entrance applications; the current school program and students' class and examination records and credentials, school examinations; and filing school correspondence.	1	1,500
Reference Assistant (6th Grade)..... In charge of classification for the State library; answers mail questions on classification and cataloging; does editing and proofreading for the State library and the division of educational extension; gives courses in comparative cataloging, accession work and shelf work and lectures in the library school.	1	1,200
Library Assistant (3d Grade)..... Assists in revision and routine work in library school courses. Catalogs material for class work and bibliographic collections.	1	600
Junior Clerk (3d Grade)..... General assistant in clerical and routine work connected with the school.	1	600
<b>5—SCHOOL LIBRARIES</b>		
Chief (11th Grade)..... General administration; approval of books for school libraries; publication of lists of suitable books and suggestive material; approval of libraries for receiving State appropriations.	1	3,000
Inspector of School Libraries (10th Grade)..... Assisting the chief in the above functions.	1	2,400
Stenographer (6th Grade)..... Dictation, correspondence and filing.	1	1,000
<b>6—EXTENSION</b>		
<b>1—Supervision</b>		
Chief (11th Grade)..... Supervises work of division. Prepares papers of application from libraries for charter; examines applications for and recommends payment of State grants to libraries; advises with library officials in regard to library problems; acts for director of State library in his absence.	1	3,000
Clerk (4th Grade)..... General clerical work.	1	720

\* Officials and employees of the State Library also conduct courses of study and give lectures in the library school.

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>EDUCATION DEPARTMENT</b>		
<b>7—Educational Divisions</b>		
<b>6—EXTENSION</b>		
<b>1—Supervision—Continued</b>		
Stenographer (4th Grade)..... Stenographic work of the division.	1	\$720
<b>2—Public Libraries Section</b>		
Inspector of Public Libraries (9th Grade)..... Inspects libraries connected with the University by charter or registry.	1	2,100
Library Organizer (7th Grade) @ \$1,500..... Organizes new libraries and those not up to the required standard for registration.	2	3,000
<b>3—Traveling Libraries Section</b>		
Library Assistant (7th Grade)..... In charge of work of section. Attends to correspondence; passes on applications for libraries and registration of study club courses.	1	1,500
Clerk (5th Grade)..... Catalogs and classifies books added to the collection; examines books for binding.	1	900
Library Assistant (4th Grade)..... Has charge of selection of juvenile libraries and of libraries for use of schools.	1	720
Clerk (3d Grade) @ \$600..... General clerical duties in connection with reference, classification and cataloging work.	3	1,800
Junior Clerk (2d Grade) @ \$480..... General clerical duties of the section.	4	1,920
Page (1st Grade)..... Miscellaneous clerical and messenger services.	1	360
<b>7—VISUAL INSTRUCTION</b>		
Chief (11th Grade)..... Administrative work in selecting and purchasing negatives and in lending slides, photographs and wall pictures to educational institutions.	1	3,000
Assistant (9th Grade)..... In charge of placing orders for negatives, slides and prints; inspecting goods delivered; checking orders filled; keeping negative accession books.	1	2,000
Art Assistant (7th Grade)..... Assists in organizing new material; catalogs and classifies negatives.	1	1,300

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>EDUCATION DEPARTMENT</b>		
<b>7—Educational Divisions</b>		
<b>7—VISUAL INSTRUCTION—Continued</b>		
Clerk (5th Grade)..... Supervises and assists in filling orders.	1	\$900
Stenographer (5th Grade)..... Preparation and care of correspondence.	1	900
Clerk (4th Grade)..... Keeps records of loans of slides, photographs and wall pictures, outgoing and incoming.	1	720
Junior Clerk (3d Grade)..... General office work and messenger service.	1	600
Junior Clerk (2d Grade)..... Assists in filling orders.	1	480
Copyist (1st Grade)..... Prepares catalog and record cards and shelf lists, etc.	1	360
<b>8—HISTORY</b>		
Chief (State Historian) (12th Grade)..... General executive duties; publishes historical records; answers historical queries; makes historical addresses.	1	4,500
Chief Clerk (7th Grade)..... Edits historical publications. General clerical duties.	1	1,500
Expert Copyist (6th Grade) (Vacancy)..... Copies historical manuscripts.	.....	.....
Stenographer..... Dictation from chief and chief clerk.	1	480
Junior Clerk (2d Grade)..... General clerical work.	1	480
<b>9—PUBLIC RECORDS</b>		
Chief (12th Grade)..... In general charge of enforcement of Public Law requiring safeguarding of public record offices of counties, cities, towns and villages of the State; makes recommendations as to method of protecting records.	1	4,500
Stenographer (6th Grade)..... Stenographic work of division.	1	1,000
Page (2d Grade)..... Messenger service.	1	480

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year —
<b>EDUCATION DEPARTMENT</b>		
<b>7—Educational Divisions—Continued</b>		
<b>10—STATISTICS</b>		
Chief (11th Grade).....	1	\$3,000
Administration of the division; apportionment of appropriations to common schools, school districts, cities, academies and academic department libraries; auditing tuition bills; compiling statistical tables.		
Chief Clerk (7th Grade).....	1	1,300
Office manager; preparing apportionments.		
Stenographer (7th Grade).....	1	1,300
Tabulating apportionments.		
Clerk (6th Grade).....	1	1,000
Clerk (5th Grade).....	1	820
Clerk (3d grade).....	1	600
Clerk (2d Grade) @ \$480.....	2	960
Computing, tabulating and compiling statistics.		
<b>8—State Library</b>		
Established in 1818 for the use of the State government and the people of the State; it collects, preserves, administers and makes available for use throughout the State, books and other material, constituting reference, law, legislative and medical libraries. It maintains traveling libraries, promotes new library organizations, inspects registered public libraries and administers funds appropriated by the State for support of such institutions.		
<b>1—EXECUTIVE SECTION</b>		
Director (12 Grade).....	1	5,000
Has general executive supervision of the State library and library school and (in the absence of its chief) of the division of educational extension.		
Director's assistant (8th Grade).....	1	1,800
Is general executive assistant to director and in special charge of books, furniture, and equipment in library school, library for the blind and book selection section, has charge of practice work of library school students in Albany libraries.		
Stenographer (6th Grade).....	1	1,200
Stenographer to director and reference section; files and indexes director's correspondence.		
Typewriter Copyist (4th Grade).....	1	720
Handles library payroll and salary checks; records and distributes supplies and printing; opens and distributes library mail; does clerical, messenger and typing work in director's office.		
Junior Clerk (2d Grade) @ \$480.....	2	960
Assists in the general clerical work of the director's office.		

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 lists of Best Books;  
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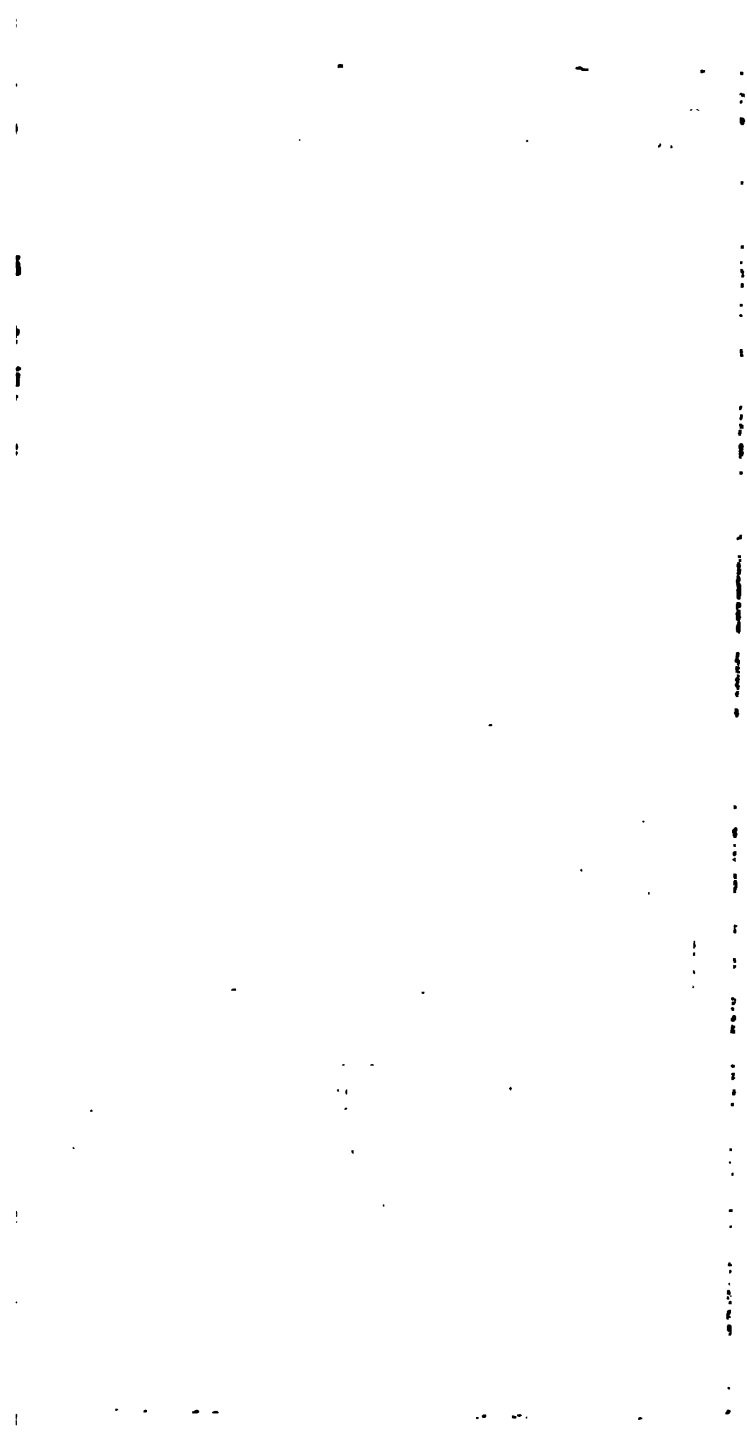
**MANUSCRIPT SECT.**

CHIEF ARCHIVIST-1- \$3,000  
 EMPLOYEES - 4- 3,180

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TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>EDUCATION DEPARTMENT</b>		
<b>8—State Library</b>		
<b>1—EXECUTIVE SECTION — <i>Continued</i></b>		
Page (1st Grade)..... General messenger service and office work.	1	\$360
<b>2—ORDER SECTION</b>		
Reference Assistant (9th Grade)..... Head of order section; in general charge of book purchases; receiving, recording, accessioning and preparing for cataloging of books and other material; distribution of State library publications; exchange of publications of all divisions of the university and other State departments with libraries and other institutions; disposal of duplicates; binding and repair work; gives course on order work in library school.	1	2,100
Assistant (6th Grade)..... General executive assistant to head of section.	1	1,200
Stenographer (6th Grade)..... Has general charge for the library of all stenographic work, typewriting and stenciling.	1	1,200
Clerk (Binding Clerk) (6th Grade)..... Charge of preparing books for binding and of binding records and approval of specifications, materials and work.	1	1,100
Clerk (5th Grade)..... In charge of exchanges; recording and acknowledging gifts.	1	900
Library Assistant (4th Grade) @ \$720..... General assistants in order and purchase sections.	2	1,440
Clerk (4th Grade) @ \$720..... In charge of accession record and assist binding clerk.	2	1,440
Typewriter Copyist (2d Grade)..... General assistant for stenographic work.	1	480
Junior Clerk (2d Grade) @ \$480..... Clerical duties attendant upon the work of the section.	4	1,920
Page (2d Grade).....	1	480
Page (1st Grade)..... General page and messenger service.	1	360
<b>3—CATALOG SECTION</b>		
Senior Librarian (10th Grade)..... Supervises catalog section; assists in buying from auction catalogs and at second-hand sales; gives instruction in library school.	1	2,400
Head Cataloger (7th Grade)..... Makes final revision of all cards for public catalog; is secretary of library school faculty.	1	1,500

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>EDUCATION DEPARTMENT</b>		
<b>8—State Library</b>		
<b>3—CATALOG SECTION—Continued</b>		
Library Instructor (7th Grade)..... Assists in cataloging and classification; instructor in library school.	1	\$1,500
Sub-librarian (7th Grade)..... Gives courses in the library school, and in the summer session.	1	1,500
Indexer (6th Grade)..... Indexes department publications; prepares card indexes for Regents' minutes, convocation proceedings and current publications of State museum; substitutes in medical library; gives course in indexing in the library school.	1	1,100
Library Assistant (5th Grade) @ \$900..... Files and prepares cards for catalogs; catalogs serials, periodicals, etc.	2	1,800
Clerk (5th Grade) @ \$900..... Prepare cards for public and universal catalogs; assign book numbers and have charge of general and special shelf list.	2	1,800
Library Assistant (4th Grade) @ \$720..... Assign classification numbers for books; file cards in catalogs.	2	1,440
Junior Clerk (3d Grade).....	1	600
Junior Clerk (2d Grade)..... Assist in preparing and revising shelf lists; typewrite copies of cards.	1	480
<b>4—REFERENCE SECTION*</b>		
Reference Librarian (11th Grade)..... In general charge of the reference and loan work; main reading room, public catalog room and periodical room.	1	2,700
Sub-librarian (9th Grade).....	1	2,100
Sub-librarian (6th Grade)..... Charge of reference desk in main reading room.	1	1,200
Library Assistant (6th Grade)..... Selects study club and other traveling libraries and does general bibliographic work; instructor in library school and assists in the division of educational extension.	1	1,200
Library Assistant (6th Grade).....	1	1,100
Library Assistant (4th Grade)..... Have charge of education and periodical room.	1	720
Clerk (4th Grade)..... Has charge of loan records and charging.	1	720
Library Assistant (3d Grade) @ \$600..... Charge of collection on American local history and genealogy; supervise clipping of periodicals, etc., for debate file; reference work in the main reading room.	3	1,800

\* The three reading rooms in charge of the reference section require the constant attendance of five persons during the hours they are open to the public.

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>EDUCATION DEPARTMENT</b>		
<b>8—State Library</b>		
<b>4—REFERENCE SECTION*—Continued</b>		
Clerk (3d Grade) @ \$600.....	2	\$1,200
Junior Clerk (2d Grade).....	1	480
Care of loan records; reference work in periodical room; assist with order, receipt and binding records.		
Page (2d Grade).....	1	480
Page (1st Grade) @ \$360.....	2	720
Shelve books; file correspondence and records; general page work.		
<b>5—SHELF SECTION</b>		
Clerk (7th Grade).....	1	1,500
Clerk (5th Grade).....	1	900
Junior Clerk (3d Grade).....	1	600
In general charge of care, arrangement and placing books on shelves, including shelf fittings and preparation of drawings for shelving and furniture.		
<b>6—BOOK SELECTION SECTION</b>		
Library Assistant (7th Grade).....	1	1,500
In charge of section; charge of the two years' course in selection of books in the library school and gives the instruction in the course for the senior year.		
Library Assistant (4th Grade).....	1	720
Censors list of books submitted for approval by registered libraries of the State.		
Assistant in Book Selection and Annotation (4th Grade).....	1	720
Library Assistant (3d Grade).....	1	600
Examine and annotate new books.		
Clerk (3d Grade).....	1	600
Has charge of records of new books received each year from publishers for examination.		
<b>7—LAW LIBRARY SECTION †</b>		
Law Librarian (11th Grade).....	1	3,000
Has general charge of law library and law reference work; gives lectures in library school and advice in editorial work on New York Session Laws.		
Sub-librarian (7th Grade).....	1	1,500
Has general charge of law library in absence of law librarian; direct charge of law reference work and cataloging of law books; assists law librarian in selection of law books and editorial work on session laws.		
Clerk (4th Grade).....	1	720
Has charge of law binding and of the collections of court records and briefs.		

\*The three reading rooms in charge of this references section require the constant attendance of five persons during the hours they are open to the public.

† The law library reading room requires the constant attendance of two of its staff during the hours it is open to the public.

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>EDUCATION DEPARTMENT</b>		
<b>8—State Library</b>		
<b>7—LAW LIBRARY SECTION*—Continued</b>		
Stenographer (4th Grade)..... Stenographic work and typewriting for law library and legislative refer- ence section; files correspondence.	1	\$720
Junior Clerk (3d Grade)..... Has direct charge of serial material up to the time it is ready for the bindery; assists in law reference work.	1	600
Page (1st Grade)..... Perforates, plates and shelves books.	1	360
<b>8—LEGISLATIVE REFERENCE SECTION</b>		
Assistant in Legislation (8th Grade)..... Has general charge of legislative reference section and legislative refer- ence work for legislators, State and government departments and officers and students; in charge of indexing and editing official edition of New York State Session Laws (chapter 216, Laws of 1908); gives lectures in library school.	1	1,800
Assistant in Sociology (7th Grade)..... Assists in preparation of legislation bulletins; indexes official edition of New York State Session Laws.	1	1,500
Assistant in Legislation (6th Grade)..... Assists in preparation of legislation bulletins; prepares footnotes and tables of amendments for official edition of New York State Session Laws.	1	1,100
Library Assistant (5th Grade)..... Prepares copy for annual index of legislation; assists in general reference work of section.	1	900
Library Assistant (4th Grade).....	1	720
Clerk (4th Grade)..... Receive, check, catalog and shelve State, municipal, United States and foreign documents and other official publications.	1	720
Library Assistant (3d Grade).....	1	600
Junior Clerk (3d Grade)..... Assist in selection, classification and preparation of legislative reference material for files.	1	600
Page (1st Grade)..... Does general page and messenger work.	1	360
<b>9—MEDICAL LIBRARY SECTION †</b>		
Medical Librarian (6th Grade)..... General charge of medical library, including executive, reference and loan work.	1	1,200

\* The law library reading room requires the constant attendance of two of its staff during the hours it is open to the public.

† The medical library reading room requires the constant attendance of one of its staff during the hours it is open to the public.

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**MUSEUM**

DIRECTOR (STATE GEOLOGIST)  
TECHNICAL ASSISTANT 1-\$1,000  
EMPLOYEES 3-2,520

Preservation, mounting and  
exhibit of specimens and  
collections obtained in the  
process of the research  
work carried on by the de-  
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TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>EDUCATION DEPARTMENT</b>		
<b>8—State Library</b>		
<b>9—MEDICAL LIBRARY SECTION — <i>Continued</i></b>		
Junior Clerk (1st Grade)..... Gives half-time to medical library and the other half to executive and catalog sections.	1	\$360
Page (1st Grade)..... General page work for section.	1	360
<b>10—LIBRARY FOR THE BLIND SECTION</b>		
Librarian for the Blind (5th Grade)..... Is in general charge of the selection, buying and lending to the blind of New York State — of books and music in embossed type.	1	900
Junior Clerk (2d Grade)..... Spends half-time in typing, clerical and routine work; the other half substituting in various sections of the library.	1	480
<b>11—MANUSCRIPTS SECTION</b>		
Chief Archivist (11th Grade)..... Translates and edits Dutch records and does research work relating to the manuscripts.	1	3,000
Assistant Archivist (7th Grade)..... Has general charge of archives, manuscripts and broadsides; restoration of manuscripts injured in the capitol fire or received later in damaged condition; arrangement and preparation of the various series for binding; cataloging sheet maps; photostat work of reproducing manuscript, records and documents, maps, etc.	1	1,500
Assistant to Archivist (4th Grade)..... Copies and collates Dutch records; classifies, arranges and catalogs maps.	1	720
Junior Clerk (2d Grade) @ \$480..... Catalog current accessions and assist in reference work relating to Revolutionary records; stenographic work and typewriting; filing and indexing correspondence; restoration of manuscripts; assist in classifying and arranging maps.	2	960
<b>9—State Science Work and Museum</b>		
Established in 1835 for the investigation and development of the natural resources of the State; for the economic and industrial application of the knowledge obtained through such investigation; for experimental work in the destruction of noxious and injurious plant and insect life and the dissemination of information so obtained which is of value to agricultural and horticultural interests. The museum is maintained for the preservation, exhibit and study of the materials and specimens collected.		

NOTE.— Officials and employees of the State library give very largely of their time to other closely allied divisions of the department, particularly to the library school division.



TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>EDUCATION DEPARTMENT</b>		
<b>9—State Science Work and Museum—Continued</b>		
<b>1—ADMINISTRATION</b>		
Director (12th Grade) . . . . . Administrative and executive in matters of museum economy, technology and co-operation.	1	\$4,500
Director's Clerk (8th Grade) . . . . . Confidential clerk and executive in absence of director.	1	1,800
Draughtsman (8th Grade) . . . . . Prepares maps, charts and other drawings.	1	1,800
Stenographer (6th Grade) . . . . . Director's stenographer.	1	1,020
Stenographer (4th Grade) @ \$720 . . . . . Stenographic and typewriting work for other divisions.	2	1,440
Clerk (3d Grade) . . . . . General clerical work.	1	600
Page (2d Grade) . . . . . Messenger and general aid.	1	480
<b>2—RESEARCH</b>		
<b>1—Geological Survey</b>		
State Geologist and Paleontologist (See Administration) Administration of geological work.		
Assistant Paleontologist (11th Grade) . . . . . In charge of the fossiliferous rocks and curator of paleontology in museum.	1	2,700
Assistant Geologist (10th Grade) . . . . . In charge of economic geology and curator of geology in museum.	1	2,400
Assistant in Geology (7th Grade) . . . . . Engaged in field and museum work.	1	1,500
Field Geologist (6th Grade) . . . . . Engaged in field work.	1	1,200
Assistant in Economic Geology (6th Grade) . . . . . Engaged in field and museum work.	1	1,200
<b>2—Botany</b>		
State Botanist (10th Grade) . . . . . In charge of botanical work and publication of reports on botany.	1	2,400

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>EDUCATION DEPARTMENT</b>		
<b>9—State Science Work and Museum</b>		
<b>2—RESEARCH</b>		
<b>2—Botany—Continued</b>		
Assistant in Botany (5th Grade).....	1	\$900
Acts as State botanist in his absence; also curator of the botanical museum.		
<b>3—Entomology</b>		
State Entomologist (10th Grade).....	1	2,400
Has charge of studies relating to noxious and other insects; devises modes of control and protection.		
Assistant Entomologist (6th Grade).....	1	1,200
Aids in all entomological work; curator of the insect collections of the museum.		
Assistant to State Entomologist (5th Grade).....	1	780
Aid in research and museum work.		
<b>4—Mineralogy</b>		
Mineralogist (7th Grade).....	1	1,500
Engaged in the assembling and study of the minerals of the State; curator of mineralogy in the museum.		
<b>5—Zoology</b>		
Zoologist (6th Grade).....	1	1,200
Has charge of the assembling and study of the animal life of the State; curator of zoology in the museum.		
<b>6—Archeology</b>		
Archeologist (7th Grade).....	1	1,300
Engaged in researches relating to the aborigines of New York; curator of the archeological collections.		
<b>3—MUSEUM</b>		
Director (see Administration)		
Technical Assistant (6th Grade).....	1	1,000
Charged with technical work; plaster casting; mounting of museum objects.		
Preparator (5th Grade).....	1	900
Engaged in the preparation of geological specimens for the museum.		
Taxidermist (5th Grade).....	1	900
Mounts birds and other animals for zoology collection.		
General Mechanical Assistant.....	1	720
Operates cutting, grinding and polishing machinery used in preparing geological collections.		

## NEW YORK STATE NAUTICAL SCHOOL

A nautical training school maintained by the State to give instruction in navigation, seamanship and steam and electrical engineering. Administered by a board of governors consisting of: Commissioner of education (ex-officio) and eight members, appointed by the Governor for a term of three years and serving without compensation, viz., member of the New York Chamber of Commerce; member of Maritime Association of the Port of New York; member of Marine Society; member of the New York Board of Trade and Transportation; alumnus of New York Nautical School; member of Buffalo Chamber of Commerce; member of Albany Chamber of Commerce, and a New York member of the National Board of Steam Navigation.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—General Administration.....	9	.....
2—Training Ship Newport.....	1	\$2,000
3—Operation and Maintenance.....	5	10,800
	35	21,440
Total on annual pay-roll basis.....	41	\$34,240

NAVIGATING AND  
DISCIPLINARY SERVICE  
EMPLOYEES - 12-# 6,120  
Navigation of vessel.  
Enforcement of discipline.

KITCHEN, DINING ROOM  
AND WARD ROOM SERVICE  
EMPLOYEES - 11-# 6,060.  
Preparation and serving of  
food and care of all rooms & cabins

MECHANICAL AND  
ENGINEERING SERVICE  
EMPLOYEES - 12-# 9,260.  
Operation and maintenance of  
engines, boiler, lighting and heating.

REPAIRING SERVICE  
EMPLOYEES - 12-# 6,000

MAINTENANCE AND NAVIGATOR

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>NEW YORK STATE NAUTICAL SCHOOL</b>		
<b>1—General Administration</b>		
Board of Governors.....	9	.....
The board has general supervision over a proper vessel to be maintained for the purpose of giving instruction in the science and practice of navigation, seamanship, steam and electrical engineering to male pupils of the State of New York.		
Secretary and Treasurer (Exempt).....	1	\$2,000
<b>2—Training Ship Newport</b>		
<b>1—SUPERVISION</b>		
Superintendent (Exempt).....	1	3,000
Executive Officer (Exempt).....	1	2,500
<b>2—INSTRUCTION</b>		
Senior Instructor (Exempt).....	1	2,000
Junior Instructor (Exempt).....	1	1,400
Surgeon Instructor (Exempt).....	1	1,900
<b>3—Operation and Maintenance</b>		
<b>1—MECHANICAL AND ENGINEERING SERVICE</b>		
Chief Engineer (Exempt).....	1	2,000
Chief Machinist (Exempt).....	1	1,200
Assistant Machinist (Exempt).....	1	900
Firemen @ \$540 (Exempt).....	3	1,620
Boilermaker (5th Grade).....	1	780
Coal Heaver (1st Grade).....	1	360
Carpenter (3rd Grade).....	1	540
Sailmaker (3rd Grade).....	1	540
Electrician (5th Grade).....	1	900
Captain of the Hold (2nd Grade).....	1	420
Temporary Employees (1st Grade).....	.....	.....
<b>2—KITCHEN, DINING-ROOM AND WARDROOM SERVICE</b>		
Commissary (Exempt).....	1	900
Ship's Cook (4th Grade).....	1	720
Assistant Ship's Cook (2nd Grade).....	1	420
Water Tenders (4th Grade) @ \$600.....	3	1,800
Tailor (2nd Grade).....	1	420
Cabin Steward (2nd Grade).....	1	540
Cabin Boy (1st Grade).....	1	360
Wardroom Steward (3rd Grade).....	1	540
Wardroom Boy (1st Grade).....	1	360
Temporary Employees (1st Grade).....	.....	.....

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>NEW YORK STATE NAUTICAL SCHOOL</b>		
<b>3—Operation and Maintenance</b>		
<b>3—NAVIGATING AND DISCIPLINARY SERVICE</b>		
Boatswain (Exempt) .....	1	\$1,200
Chief Quartermaster (Exempt) .....	1	600
Quartermasters (Exempt) @ \$480 .....	2	960
Seamen (1st Grade) @ \$360 .....	6	2,160
Yeoman (3rd Grade) .....	1	600
Master-at-Arms (Exempt) .....	1	600
Temporary Employees .....	.....	.....

**NEW YORK STATE SCHOOL OF CLAY WORKING AND CERAMICS AT ALFRED UNIVERSITY**

Established by chapter 383 of the Laws of 1900, under the management and control of the trustees of Alfred University — furnishes instruction in ceramic engineering, ceramic art and pedagogy; conducts investigations and researches in connection therewith.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—Administration .....	7	\$5,597
2—Instruction .....	12	6,160
3—Library .....	1	200
4—Care of Buildings .....	1	\$00
Total on annual pay-roll basis .....	21	\$12,457

**STATE BOARD OF LAW EXAMINERS**

This board is required to conduct examinations of all persons applying for admission to practice as attorneys and counselors-at-law, the rules for such examinations being prescribed by the Court of Appeals.

**Board**

The board consists of three members appointed by the Court of Appeals for a term of three years. Each member of the board receives \$2,000 per annum, and \$2,500 per annum is allowed for the actual and necessary expenses of the board.

**STATE BOARD OF EMBALMING EXAMINERS**

Is required to administer the laws relating to the practice of embalming, subject to the approval of the State Department of Health; to make and adopt by-laws for their own procedure under the law, to prescribe tests for determining whether life is extinct. It may also submit to the department of health questions to be used in the examination of applicants for license as embalmers and it is required to pass upon such examination and issue licenses to those fulfilling the requirements of examination.

**Board**

The board consists of five members appointed by the Governor, for a term of three years each. No person shall be a member of the board who has not had at least five years' experience as a practical embalmer. The members of the board serve without compensation, but are allowed actual and necessary expenses to be paid from the receipts from fees for licensing embalmers.

**STATE BOARD OF GEOGRAPHIC NAMES**

The board determines and establishes the correct historical and etymological form of place names in the State, determines the form and propriety of new names proposed for general use and recommends the adoption of correct forms. Approval of this board must be secured by any corporation, individual or community before introducing any new place names. The board co-operates with the United States Board of Geographic Names and the United States Post Office Department in establishing a proper and historically accurate form for all place names proposed as designations for new post offices.

**Board**

The present board was established, April 3, 1913, and consists of five members, of whom the Commissioner of Education and the State Geologist shall be ex officio members. Three members are appointed by the Governor for a term of six years, without compensation.

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**NEW YORK STATE COMMISSION FOR THE BLIND**

The object of this commission is to co-operate with all agencies in the care, education, training, employment and relief of the blind, to make research into the causes of blindness and to inaugurate and co-operate in measures for the prevention of blindness.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—General Administration .....	5	.....
2—Office Force .....	1	\$3,000
3—Field Force .....	2	1,740
	6	3,540
Total on annual pay-roll basis .....	9	\$8,280

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TITLES, FUNCTIONS AND ACTIVITIES

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**NEW YORK STATE COMMISSION FOR THE BLIND**
**1—General Administration**
**Commissioners** .....

Appointed by the Governor for term of five years without compensation to maintain complete registration of blind as to condition, causes of blindness, capacity for education and industrial training of each; maintain bureaus of information and industrial aid for the blind. May maintain schools of industrial training and workshops for the blind and devise means for sale and distribution of products. Visit and teach the blind in their homes. Required to make inquiries into causes of blindness and inaugurate and co-operate in such preventive measures as may seem wise.

**Secretary** .....

Supervises all work of commission, all case work, answers all correspondence, edits bulletins, outlines all Commissioners' work and submits same for their approval, arranges for sale of goods made by the blind, lectures concerning work for the blind and the prevention of blindness, arranges exhibits, confers with private organizations and co-operates with them—assists generally in office work.

**2—Office Force**
**Chief Clerk** .....

As stenographer writes letters, assists in bookkeeping, supervises all office work, interviews callers as requested, supervises sale of goods made by the blind and is responsible for important work of Commission—in charge of office in absence of secretary.

**Stenographer** .....

Takes dictation, writes letters and assists in general office work.

**3—Field Force**
**Field Agent** .....

Assigned to larger cities where working out from them as centers, he instructs the adult blind in reading, writing tactile print, investigates employment of blind in certain industries and general relief of the blind, submits semi-monthly reports on all cases, arranges for local publicity through the press and by lectures. Seeks out blind children for schools for blind.

**Home Teacher** .....

**Home Teacher @ \$720 (One vacancy)** .....

Instructs adult blind in reading and writing tactile print, in typewriting, sewing, crocheting, knitting, etc. Gives special attention to employment and social work, organizes local relief agencies, arranges for the sale of goods made by blind—submits semi-monthly report.

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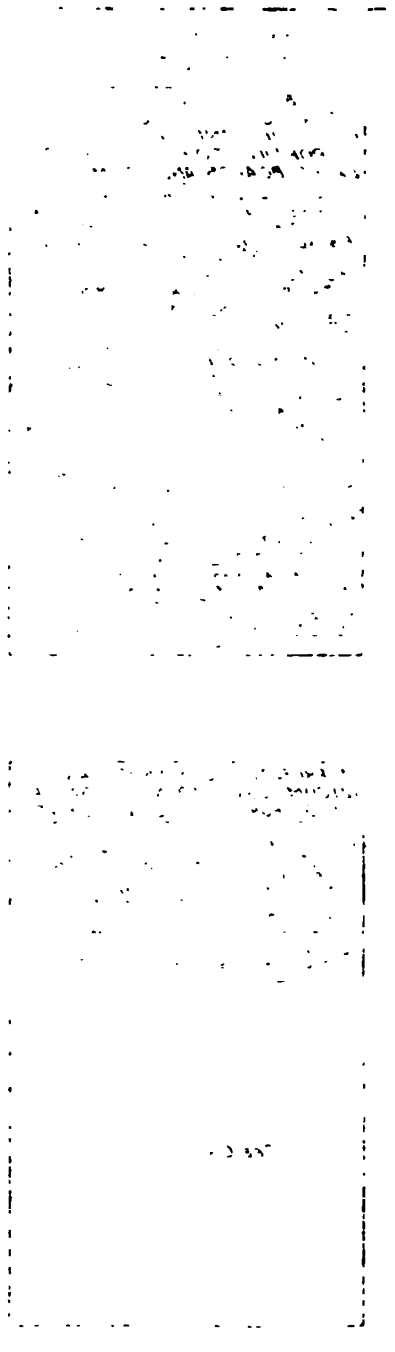
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## **CARE OF DELINQUENTS, DEFECTIVES AND DEPENDENTS**

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### **GENERAL SUPERVISION OF STATE CHARITIES**

**Fiscal Supervisor of State Charities**

**State Board of Public Charities**

**Board of Examiners of Feeble-Minded, Criminals and other Defectives**

**Salary Classification Commission**

**Building Improvement Commission**

**Commission on Sites, Grounds and Buildings**

**Joint Purchasing Committee of Charitable Institutions Reporting to Fiscal Supervisor**

**REFORMATORIES FOR DELINQUENTS**

**INSTITUTIONS FOR DEFECTIVES**

**HOMES AND SCHOOLS FOR DEPENDENTS**

**PRISONS AND HOSPITALS FOR CRIMINALS**

**HOSPITALS FOR THE INSANE**



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**FISCAL SUPERVISOR OF STATE CHARITIES**

The fiscal supervisor is required to visit each institution; examine into the conditions of all buildings, grounds and other property connected with institutions, and into all matters related to their financial management; appoint a competent person to examine the books, papers and accounts of any institutions and report to the Legislature.

ORGANIZATION	Number of employees	Amount pay-roll basis
—General Administration.....	11	\$22,800
—Division of Revision of Estimates.....	6	12,300
—Division of Accounts and Records.....	10	16,670
—Division of Inspection.....	8	13,950
Total on annual pay-roll basis.....	35	\$65,720

		Amount per year
1	\$6,000	
1	4,500	
1	2,000	
1	2,500	
1	1,500	
1	1,200	
1	1,200	
2	2,400	
1	900	
1	600	

## 2—Division of Revision of Estimates

Examination and review of quarterly and other estimates submitted by institutions. Allotment of maintenance and special fund appropriation.

Second Deputy Fiscal Supervisor (12th Grade)	1	4,000
Estimate Clerk (10th Grade) Supervises estimates and correspondence relating thereto.	1	2,300
Assistant Estimate Clerk (8th Grade) Makes calculations in quarterly estimates; computes extensions and disallowances.	1	1,800
Stenographer (6th Grade) Calculates rations in connection with maintenance estimates.	1	1,200

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>SUPERVISOR OF STATE CHARITIES</b>		
<i>Division of Revision of Estimates—Continued</i>		
and Stenographer (6th Grade).....	1	\$1,200
..... d correspondence, typing and copying reports and estimate	1	*1,800
<b>f Accounts and Records</b>		
..... all appropriation records; examination of ng the same against allotments; has charge chers and classification of disbursements; vita costs.		
<b>Supervisor. †</b> ..... Direct charge of the division. Handles all special fund appropriations. Part time in executive office.		
<b>Chief Clerk</b> .....	1	2,750
General charge of clerical work, including filing of reports and correspondence; supervision of purchases and supplies; prepares payroll. Audits and approves office expense accounts; supervises editing census reports of institutions.		
<b>Accountant (8th Grade)</b> .....	1	1,800
Examines vouchers and audits treasurers' monthly reports of expenditures; classifies and distributes expenditures in office records.		
<b>Bookkeeper (9th Grade)</b> .....	1	2,100
Listing appropriations and recording expenditures against appropriations from treasurers' monthly reports and special fund vouchers.		
<b>Index and Record Clerk (7th Grade)</b> .....	1	1,500
Maintaining card register of expenditures of institutions; classifying expenditures into units and totals of each article purchased.		
<b>Statistical Examiner (7th Grade)</b> .....	1	1,500
Checks vouchers against estimates; tabulates statistics.		
<b>Inspector of Reports (7th Grade)</b> .....	1	1,500
Assists bookkeepers in posting from reports and computing estimate extensions.		
<b>Female Inspector (7th Grade)</b> .....	1	1,500
Examines orders and allotments and checks quantities and values against estimates.		
<b>Auditor of Accounts (9th Grade)</b> .....	1	2,100
Audits accounts and records in the institutions reporting to fiscal supervisor.		
<b>Clerk (6th Grade)</b> .....	1	1,200
Charge of office supplies; mail clerk; assists in office routine.		

\* Gives part time to Joint Purchasing Committee.

† See executive office.

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>FISCAL SUPERVISOR OF STATE CHARITIES</b>		
<b>3—Division of Accounts and Records—<i>Continued</i></b>		
<b>Stenographer (4th Grade)</b> . . . . .	1	\$720
General stenographic and typewriting work for the division.		
<b>4—Division of Inspection</b>		
Inspection of the up-keep of plant and equipment of in- stitutions including ordinary and extraordinary repairs of all institutions.		
<b>Chief Inspector (Exempt)</b> . . . . .	1	2,500
Charge of division.		
<b>Inspector of Buildings (7th Grade)</b> . . . . .	1	1,500
Inspection of buildings and general condition of repair.		
<b>Inspector of Heating (Exempt)</b> . . . . .	1	2,000
Inspection of boilers, steam pumps, steam lines, radiation and ventilation system and fuel consumption.		
<b>Inspector of Lighting and Plumbing (Exempt)</b> . . . . .	1	2,250
Inspection of electric lines and lamps; plumbing, water and sewer lines; sewage disposal systems; water supply.		
<b>Inspector of Live Stock (7th Grade)</b> . . . . .	1	1,500
Inspection of live stock, farm machinery and implements; farm and dairy operation.		
<b>Inspector of Machinery (7th Grade)</b> . . . . .	1	1,500
Inspection of mechanical equipment.		
<b>Female Inspector</b> . . . . .	...	...
Inspection of institutions for women, part time; part time assists in Divi- sion of Accounts.		
<b>Inspector (7th Grade)</b> . . . . .	1	1,500
Special investigations as assigned.		
<b>Stenographer (6th Grade)</b> . . . . .	1	1,200
Dictation and correspondence of the division.		

## STATE BOARD OF PUBLIC CHARITIES

Under article VIII of the Constitution, creating the board, it is provided that the State Board of Charities shall visit and inspect all institutions, whether State, county, municipal, incorporated or unincorporated, which are of a charitable, eleemosynary, correctional or reformatory character. The board is composed of twelve members, one from each of the nine judicial districts of the State, and three additional members from the City of New York, appointed by the Governor, by and with the advice and consent of the Senate, for a term of eight years.

The State Charities Law, constituting chapter 55 of the Consolidated Laws, provides that the board shall aid in securing the just, humane, and economic administration of all institutions subject to its supervision; advise the officers in the performance of their duties; aid in securing the erection of suitable buildings; approve the organization and incorporation of all institutions of a charitable, eleemosynary, correctional or reformatory character; investigate the management of such institutions; aid in securing the best sanitary condition of the buildings and grounds; aid in securing industrial, educational and moral training in institutions; establish rules for the reception and retention of inmates in all institutions; investigate conditions of the poor seeking public aid; administer the laws providing for the care and removal of State and alien poor and the support of the Indian poor; collect statistical information in respect to property, receipts and expenditures of all institutions subject to its supervision, the number and condition of the inmates thereof, and of the poor receiving public relief. The board also has supervision of placing out dependent children and is empowered to issue licenses to dispensaries, homes for the aged, decrepit and feeble-minded, and for cause may revoke such licenses.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—General Administration .....	12	.....
2—Executive Office .....	5	\$10,900
3—Secretarial Division .....	6	7,920
4—Department of State and Alien Poor.....	27	35,300
5—Department of Inspection.....	15	20,370
Total on annual pay-roll basis .....	53	\$74,490

DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>STATE BOARD OF PUBLIC CHARITIES</b>		
1—General Administration.....	12	.....
<b>2—Executive Office</b>		
1—SUPERVISION.....	3	\$8,400
2—BUREAU OF STATISTICS.....	2	2,500
<b>3—Secretarial Division.....</b>	6	7,920
<b>4—Department of State and Alien Poor</b>		
1—SUPERVISION.....	10	13,360
2—DIVISION OF REMOVAL.....	7	8,190
3—BUREAU OF PLACING OUT CHILDREN.....	2	2,850
4—BUREAU OF ANALYSIS AND INVESTIGATION.....	5	6,450
5—BUREAU OF INSPECTION OF PUBLIC INSTITUTIONS.....	3	4,450
<b>5—Department of Inspection</b>		
1—INSPECTION.....	11	16,770
2—CHILDREN'S BUREAU.....	4	3,600

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE BOARD OF PUBLIC CHARITIES</b>		
<b>1—General Administration</b>		
Commissioners.....	12	*
The functions and duties of the board are classified and assigned to committees which are charged with inspecting institutions and investigating conditions as prescribed by statute. Each of the commissioners is a member of several committees and receives \$10 for attendance at each meeting; the appropriation therefor being \$1,000.		
<b>2—Executive Office</b>		
<b>1—SUPERVISION</b>		
Secretary (Exempt).....	1	\$6,000
Executive duties as directed by the commissioners and general direction of the work of the board.		
Stenographer (7th Grade).....	1	1,500
Official stenographer to the board; reporting hearings, etc.		
Stenographer (5th Grade).....	1	900
Stenographer to secretary.		
<b>2—BUREAU OF STATISTICS</b>		
Statistician (7th Grade).....	1	1,500
Supervising tabulations and compiling statistical volume of the annual report; designing report blanks and forms.		
Clerk (6th Grade).....	1	1,000
Assisting in the statistical work; preparing the report on names of trustees of institutions and the "Directory of Charities."		
<b>3—Secretarial Division</b>		
Chief Clerk (11th Grade).....	1	2,500
Executive clerk in Albany office; distributing mail to the several divisions; general charge of all records and supervising bookkeeping and annual compilation of laws relating to charities; keeping the board informed of changes in laws.		
Superintendent Eastern Inspection District (9th Grade).....	1	2,000
Office manager, New York city office; acting secretary, eastern inspection district; answering inquiries; making special investigations and reports.		
Stenographer (5th Grade) @ \$900.....	2	1,800
Stenographic work for chief clerk.		
Stenographer (5th Grade).....	1	900
Stenographic work for superintendent, eastern inspection district.		
Junior Clerk (4th Grade).....	1	720
General office duties and messenger service.		



TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE BOARD OF PUBLIC CHARITIES</b>		
<b>4—Department of State and Alien Poor</b>		
<b>1—SUPERVISION</b>		
Superintendent of State and Alien Poor (12th Grade)..... Supervising and visiting all State institutions reporting to the board; also schools for deaf and blind and county almshouses; disposes of cases of alien poor reported for removal; supervising alien poor and Indian poor; auditing bills for the support of Indian, State and alien poor.	1	\$3,500
Deputy Superintendent (9th Grade)..... Supervising State and alien poor in New York city, including visits to homes; transfer of persons from New York city.	1	2,000
Stenographer (7th Grade)..... Chief clerk to superintendent and office representative in his absence; general bookkeeper and recorder of disbursements of the board; maintain- ing register of State poor and persons removed, and records of inmates of almshouses and State institutions.	1	1,500
Inspector (7th Grade)..... Assisting superintendent in preparing annual and special reports; part time in bureau of inspections of public institutions.	1	1,400
Stenographer (6th Grade).....	1	1,000
Stenographer (5th Grade) @ \$900.....	2	1,800
Stenographer (4th Grade) @ \$720..... Dictation and correspondence of superintendent at Albany office	2	1,440
Stenographer (4th Grade)..... Stenographic work for deputy superintendent in New York city.	1	720
<b>2—DIVISION OF REMOVAL</b>		
Transfer Agent (7th Grade)..... Investigates and reports to superintendent upon cases for transfer; supervises transfers from Buffalo	1	1,500
Transfer Agent (7th Grade)..... Investigates cases and supervises transfers from New York city.	1	1,500
Inspector (7th Grade).....	1	1,400
Inspector (7th Grade)..... Supervising women and children sent abroad from New York city.	1	1,350
Stenographer (6th Grade).....	1	1,000
Stenographer (4th Grade)..... Stenographic work of the division	1	720
Messenger (4th Grade)..... Accompanies transfer agent in sending large convoys abroad.	1	720

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>STATE BOARD OF PUBLIC CHARITIES</b>		
<b>4—Department of State and Alien Poor—Continued</b>		
<b>3—BUREAU OF PLACING OUT CHILDREN</b>		
Inspector (7th Grade).....	1	\$1,500
Inspecting conditions under which children are placed out in homes by public officials in the southern part of State.		
Inspector (7th Grade).....	1	1,350
Inspecting conditions under which children are placed out in homes by public officials in the northern part of State.		
<b>4—BUREAU OF ANALYSIS AND INVESTIGATION</b>		
Inspector (7th Grade).....	1	1,500
Head of bureau; supervising the testing of inmates in almshouses and institutions to detect and classify mental deficiency and investigating the causes of dependency.		
Investigator (7th Grade).....	1	1,350
Investigator (6th Grade) @ \$1,200.....	3	3,600
Investigations and general work of the Bureau as assigned.		
<b>5—BUREAU OF INSPECTION OF PUBLIC INSTITUTIONS</b>		
Inspector (9th Grade).....	1	2,000
Confidential inspector of State institutions and of accounts		
Inspector (7th Grade).....	1	1,250
Inspector (6th Grade).....	1	1,200
Inspecting almshouses.		
Inspector.....		
Inspecting schools for deaf; part time in division of supervision.		
<b>5—Department of Inspection</b>		
<b>1—INSPECTION</b>		
Superintendent of Inspections (11th Grade).....	1	3,000
Inspection of all charitable organizations and institutions under private control, that receive public funds, in respect to conditions of buildings, care and treatment of inmates; issuing certificates for their operations; handling general correspondence relating to these institutions; reviewing reports from institutions and from department inspectors; assisting in preparation of annual report; directs work of employees in the New York city office.		
Inspector (8th Grade).....	1	1,800
Inspector (7th Grade) @ \$1,500.....	6	9,000
Inspector (7th Grade).....	1	1,350
Conducting special and general investigations of State hospitals, charitable and reformatory institutions reporting to the board of charities, and other hospitals, dispensaries, private institutions and county and municipal institutions throughout the State.		

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE BOARD OF PUBLIC CHARITIES</b>		
<b>5—Department of Inspection</b>		
<b>1—INSPECTION—Continued</b>		
Stenographer (5th Grade).....	1	\$900
Stenographer (4th Grade).....	1	720
Dictation and correspondence of the inspection department; typing inspectors' reports.		
<b>2—CHILDREN'S BUREAU</b>		
Clerk (7th Grade).....	1	1,500
Head of bureau; keeping record of all dependent children reported to the board.		
Clerk (2d Grade).....	1	480
Junior Clerk (4th Grade).....	1	720
Stenographer (5th Grade).....	1	900
Routine work of bureau; recording and copying reports; care of files and correspondence.		

### BOARD OF EXAMINERS FOR FEEBLE-MINDED, CRIMINALS AND OTHER DEFECTIVES

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
Commissioners (\$10 per diem).....	3	.....
Appointed by the Governor for term of five years. The duty of the board is to examine into the mental and physical condition and the record and family history of the feeble-minded, epileptic, criminal and other defective inmates confined in the several State hospitals for the insane, prisons, reformatories and charitable and penal institutions, and to perform such operations for the prevention of procreation as may be deemed advisable by the board. Chapter 445, Laws of 1912, provides for a board of three members, appointed by the Governor, one surgeon, one nuerologist and one practitioner of medicine; to receive \$10 per diem when actually employed.		

**SALARY CLASSIFICATION COMMISSION**

Chapter 215, Laws of 1914, provides for an ex-officio commission from time to time to classify into grades the officers and employees of the various charitable and reformatory institutions required by law to report to the fiscal supervisor, and to recommend to the Governor such changes in the salaries and wages of officers and employees as may seem proper. Such changes require the written approval of the Governor. The members of the commission are: State Comptroller, fiscal supervisor and president of State Board of Charities.

ORGANIZATION	Number of employees	Amount pay-roll basis
Members of the Commission..... State Comptroller President of the State Board of Charities Fiscal Supervisor	3	.....
Secretary.....	1	*.....

\* No appropriation for secretary's salary has been provided for the current year. \$500 paid in 1914.

**BUILDING IMPROVEMENT COMMISSION**

Chapter 47, Laws of 1910, provides for a commission to approve or reject plans and specifications for the erection, alteration, repair or improvement of buildings or plant for any State institution reporting to the fiscal supervisor, except the New York State Reformatory at Elmira, and the Eastern New York Reformatory at Napanoch.

ORGANIZATION	Number of employees	Amount pay-roll basis
Members of the Commission..... Governor President of the State Board of Charities Fiscal Supervisor	3	.....
Secretary..... Secretarial duties as assigned; also secretary to trustees of public buildings.	1	\$500
Total on annual pay-roll basis.....	1	\$500

**COMMISSION ON SITES, GROUNDS AND BUILDINGS**

Created by chapter 625, Laws of 1913, with power to acquire by gift, purchase or condemnation, property for the laying out of grounds and to locate all buildings to be erected at all State institutions reporting to the fiscal supervisor and State Board of Charities. Action of the commission is final and subject to review only by the Governor at a public hearing.

ORGANIZATION	Number of employees	Amount pay-roll basis
Members of the Commission..... Fiscal Supervisor Member of State Board of Charities State Architect Member Conservation Commission Commissioner of Agriculture Chairman of Assembly Ways and Means Committee Chairman of Senate Finance Committee	7	.....

**JOINT PURCHASING COMMITTEE OF CHARITABLE INSTITUTIONS  
(REPORTING TO FISCAL SUPERVISOR)**

Chapter 662, Laws of 1915, provides for a committee of six to be known as the purchasing committee of the charitable institutions reporting to the fiscal supervisor. The fiscal supervisor appoints a superintendent of an institution as chairman of the purchasing committee to serve for two years; the chairman appoints annually two stewards; at the annual meeting of the superintendents they appoint three of their number to act as members on this committee. The members are entitled to their necessary expenses in attending the meetings, for which purpose a fund is created and charged against the maintenance accounts of all institutions upon a pro rata basis. The committee meets upon the call of the fiscal supervisor for the purpose of making awards under joint contracts for the purchase of staple articles of supplies.

ORGANIZATION	Number of employees	Amount pay-roll basis
Members of the Committee.....	*6	.....
Secretary.....	†1	.....

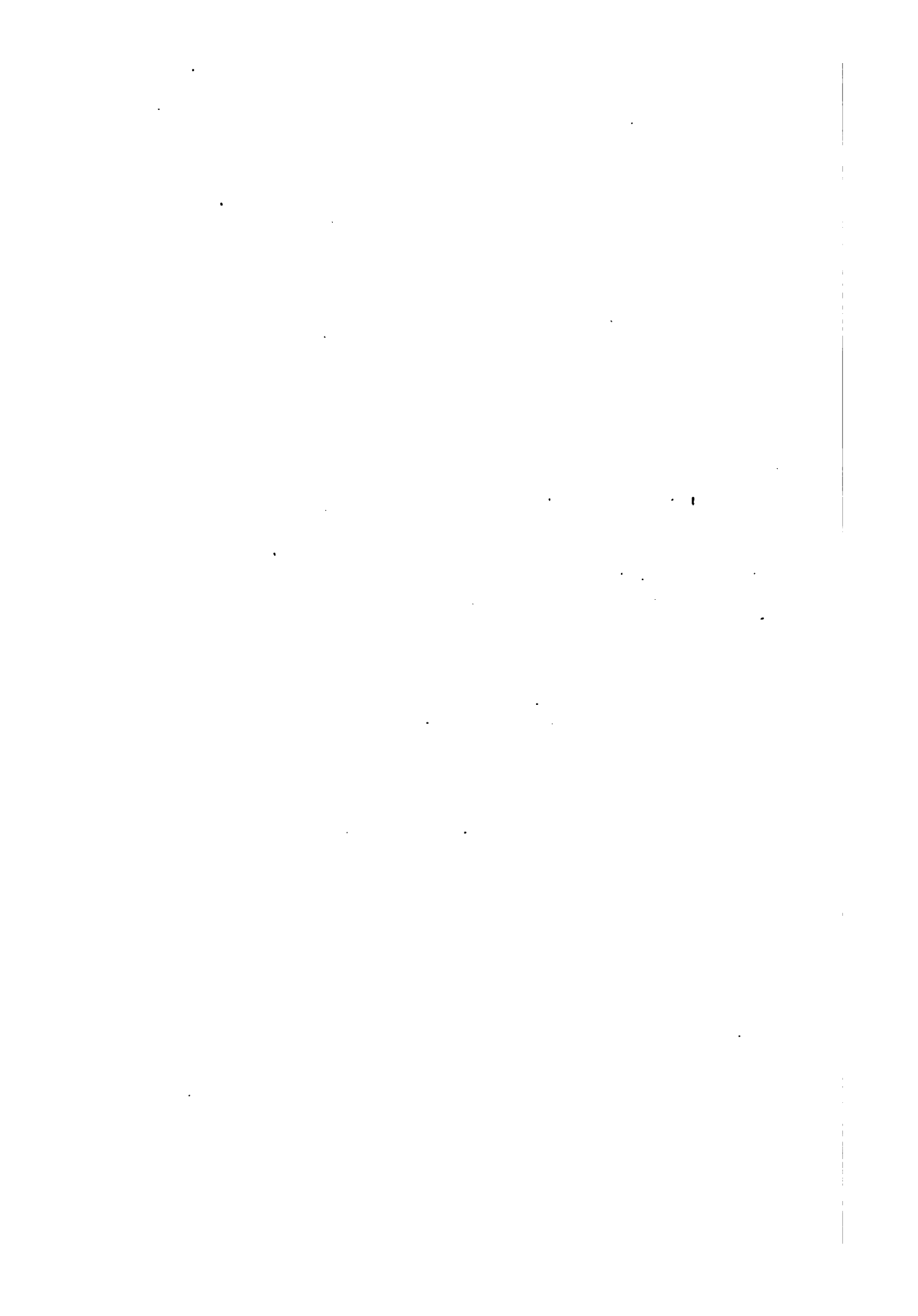
\* Serve without compensation; included in the schedules of their various institutions.  
† Secretarial duties performed by second deputy fiscal supervisor.

## CARE OF DELINQUENTS, DEFECTIVES AND DEPENDENTS—*Continued*

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### REFORMATORIES FOR DELINQUENTS

Reformatory (Elmira)  
Eastern New York Reformatory (Napanoch)  
Agricultural and Industrial School (Industry)  
Society for the Reformat'n of Juvenile Delinquents in City of N. Y. (Randall's I.)  
Western House of Refuge for Women (Albion)  
Reformatory for Women (Bedford)  
Training School for Girls (Hudson)  
Industrial Farm Colony (Green Haven)  
Training School for Boys (Yorktown Heights)  
Reformatory for Misdemeanants

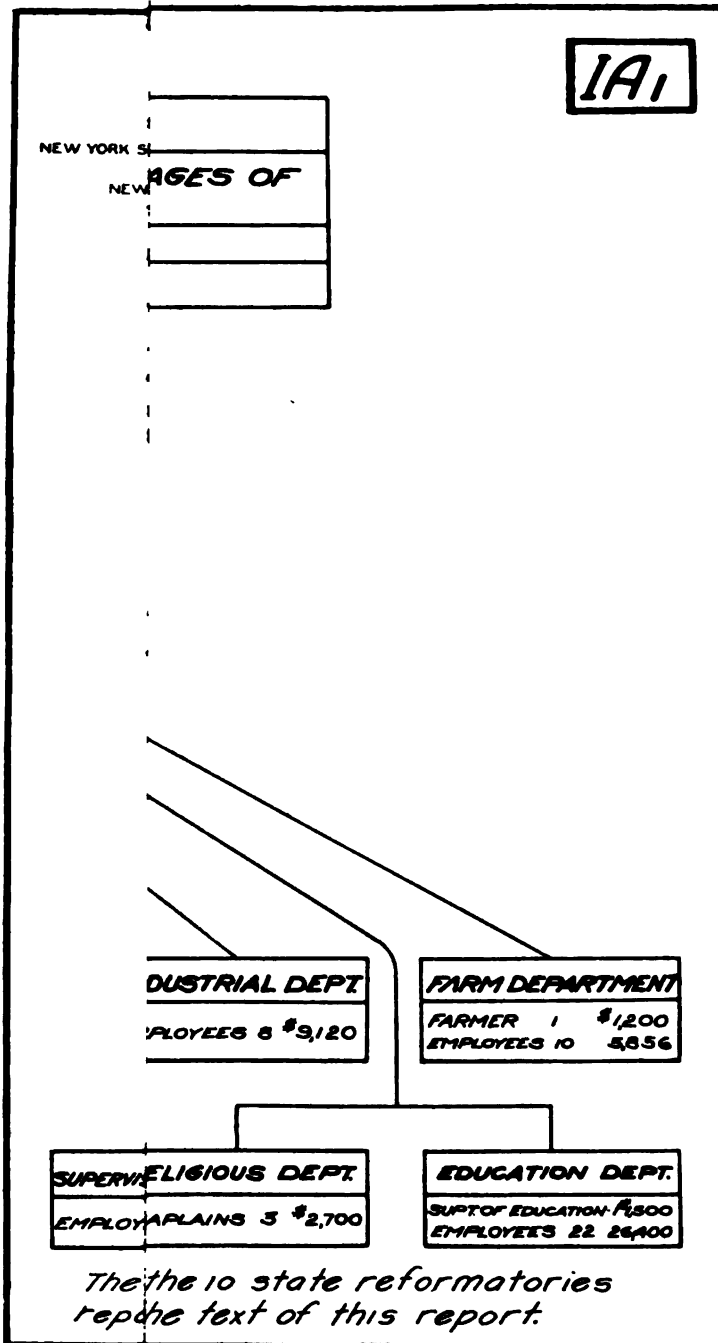


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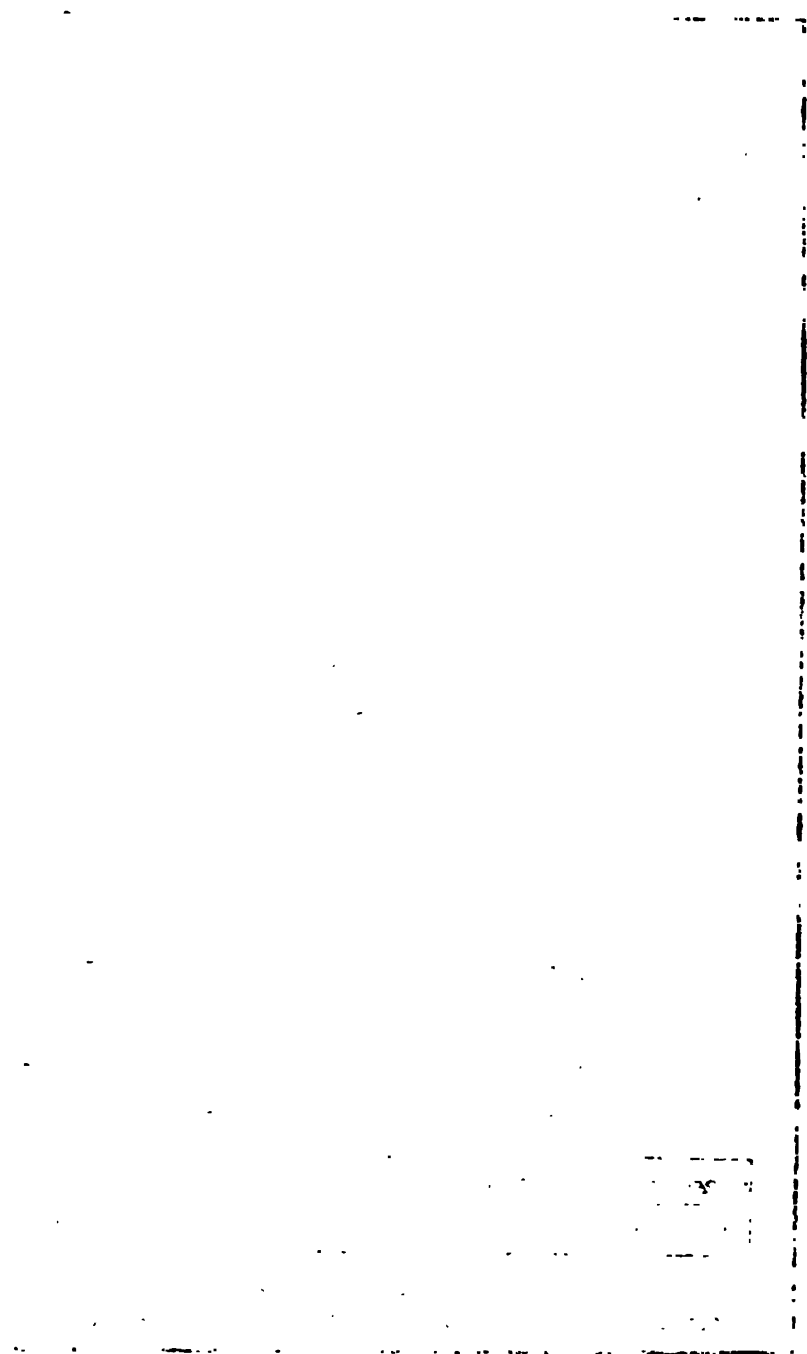
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## REFORMATORY (ELMIRA)

Established by chapter 408, Laws of 1869, for the moral reformation and the educational and industrial instruction and training of men between the ages of sixteen and thirty years, convicted of felony, and not previously convicted of a crime punishable by imprisonment in a State prison.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—General Administration.....	7	.....
2—Administration.....	11	\$15,736
3—Department of Supervision.....	56	65,490
4—Medical Department.....	3	3,440
5—Steward's Department.....	13	13,572
6—Engineering Department.....	8	6,800
7—Industrial Department.....	8	9,120
8—Farm Department.....	11	7,056
9—Religious Department.....	3	2,700
10—Education Department.....	23	27,900
Total on annual pay-roll basis.....	136	*\$151,814

\*In addition to the amounts of salaries and wages, employees receive maintenance (subsistence and lodging), or in line thereof are paid a commutation at the rate of \$16 per month.

DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>REFORMATORY (ELMIRA)</b>		
1—General Administration.....	7	.....
2—Administration.....	11	\$15,736
3—Department of Supervision		
1—SUPERVISION OF INMATES.....	49	57,390
2—KITCHEN AND DOMESTIC SERVICE.....	3	3,600
3—CARE OF EMPLOYEES' QUARTERS.....	3	3,300
4—LAUNDRY SERVICE.....	1	1,200
4—Medical Department.....	8	3,440
5—Steward's Department.....	13	13,572
6—Engineering Department.....	8	6,800
7—Industrial Department.....	8	9,120
8—Farm Department.....	11	7,056
9—Religious Department.....	3	2,700
10—Education Department.....	23	27,900

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>REFORMATORY (ELMIRA)</b>		
<b>1—General Administration</b>		
Board of Managers*.....	7	.....
Article 4 of State Charities Law, provides that boards of seven managers shall be appointed for each institution by the Governor, by and with the advice and consent of the Senate. The term of office is seven years. Managers serve without compensation, but are entitled to actual and necessary traveling expenses. The boards shall hold monthly meetings, visit and inspect the institutions and report to the Governor.		
<b>2—Administration</b>		
Superintendent † (Exempt).....	1	\$5,000
General supervision of institution; examining inmates, promoting and reducing prisoners in grades.		
Assistant Superintendent (12th Grade).....	1	3,500
Assistant to superintendent; special supervision of the details of economic administration, general supervision of officers, custody and discipline of prisoners.		
Stenographer and Private Secretary (6th Grade).....	1	1,200
Private secretary to board of managers; stenographer to superintendent.		
Transfer Agent (6th Grade).....	1	1,200
Guard (6th Grade).....	1	1,200
Transfers prisoners from place of sentence to reformatory.		
Bertillon Measurer (6th Grade).....	1	1,200
Photographs, measures and takes finger prints of all prisoners; keeps identification records.		
Chief Guard (6th Grade).....	1	1,200
Record clerk; in charge of records of inmates.		
Coachman.....	1	480
Drives superintendent's carriage in the city of Elmira.		
Housekeeper.....	1	360
For superintendent.		
Housekeeper.....	1	300
For assistant superintendent.		
Domestic.....	1	96
General housework for superintendent.		
<b>3—Department of Supervision</b>		
<b>1—SUPERVISION OF INMATES</b>		
Chief Guards (6th Grade) @ \$1,200.....	6	7,200
Supervision of prisoners; workrooms, shops and duties of guards.		

\*Serves as Board of Managers for the reformatories at Elmira and at Napanoch.

† Is also superintendent at Eastern New York Reformatory at Napanoch.

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>REFORMATORY (ELMIRA)</b>		
<b>3—Department of Supervision</b>		
<b>1—SUPERVISION OF INMATES—Continued</b>		
Guards (6th Grade) @ \$1,200 ..... Guard duty over prisoners, day and night watch.	38	\$45,600
Chief Parole Officer (7th Grade) ..... Supervision of paroled prisoners; in charge of parole office, New York city.	1	1,350
Assistant Parole Officer (5th Grade) @ \$900..... Assistant to chief parole officers; two in New York city, one in charge at Buffalo.	3	2,700
Stenographer (3d Grade)..... Office of chief parole officer.	1	540
<b>2—KITCHEN AND DOMESTIC SERVICE</b>		
Guard (6th Grade) @ \$1,200 ..... Supervision of work of inmates assigned to kitchen, dining-room and domestic service.	3	3,600
<b>3—CARE OF EMPLOYEES' QUARTERS</b>		
Guard (6th Grade)..... Custodian of employees' quarters.	1	1,300
Guard (6th Grade)..... Charge of employees' restaurant.	1	1,200
Chef..... Charge of employees' kitchen.	1	900
<b>4—LAUNDRY SERVICE</b>		
Guard (6th Grade)..... Charge of inmates working in laundry.	1	1,200
<b>4—Medical Department</b>		
Physician (9th Grade)..... Resident physician; examines prisoners on their arrival and departure.	1	2,000
Assistant Physician (6th Grade)..... General medical care of inmates and employees.	1	1,200
Visiting Dentist (1st Grade)..... Looks after necessary dental work.	1	240
<b>5—Steward's Department</b>		
Steward (7th Grade)..... Purchasing of stores and supplies; issuing and receiving requisitions; supervision of property records.	1	1,500

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>REFORMATORY (ELMIRA)</b>		
<b>5—Steward's Department—Continued</b>		
Chief Clerk (8th Grade) . . . . . General supervision of all clerical and accounting work, acts as cashier and confidential clerk to superintendent.	1	\$1,800
Bookkeeper (6th Grade) . . . . . Assistant to steward; supervising accounting; taking inventories.	1	1,200
Bookkeeper (6th Grade) . . . . . Assistant to chief clerk, preparing reports and statistics of administrative department.	1	1,200
Clerk (6th Grade) . . . . . Receiving visitors; censors publications and superintendence intended for prisoners; general office routine.	1	960
Clerk (3d Grade) . . . . . Checking invoices with storehouse receipts; prepares financial vouchers and treasurer's reports.	1	600
Clerk (3d Grade) . . . . . Supervising industrial records; shipping and billing of manufactures; transfer of materials between departments.	1	600
Storekeeper (6th Grade) @ \$1,200 . . . . . Supervising the receiving and issuing of inmates clothing and household stores and requisitions relating thereto.	2	2,400
Guard (6th Grade) . . . . . Storekeeper; charge of the issuing and receiving of meats, vegetables and other eatables, etc.	1	1,200
Telegraph Clerk (6th Grade) . . . . . Sends and receives messages; assists on office industrial records.	1	960
Chauffeur (Non-competitive) . . . . . Operates motor truck used for hauling coal and freight, etc.	1	720
Teamster (2d Grade) . . . . . Driver of team used for hauling garbage and ice; filling refrigerators.	1	432
<b>6—Engineering Department</b>		
Chief Engineer (7th Grade) . . . . .	1	1,400
Guard (6th Grade) . . . . . In charge of general repair work.	1	1,200
Assistant Engineer and Electrician (5th Grade) . . . . . In charge of boilers and engineroom in powerhouse; supervises all mechanical and engineering equipment.	1	900
Electrician (5th Grade) . . . . .	1	900
Electrician (5th Grade) . . . . . Charge of dynamos and electric work.	1	780
Firemen @ \$540 . . . . . Boiler-room work.	3	1,620

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>REFORMATORY (ELMIRA)</b>		
<b>7—Industrial Department</b>		
Chief Guard (6th Grade)..... Charge of cabinet shop.	1	\$1,200
Guards (6th Grade) @ \$1,200..... In charge of industrial shops.	6	7,200
Coffee Roaster..... Roasting, packing and shipping coffee to other State institutions.	1	720
<b>8—Farm Department</b>		
Farmer..... Director of farm work.	1	1,200
Gardener (6th Grade)..... Charge of greenhouse, garden, etc.	1	1,200
Guard (6th Grade)..... Charge of the inmates assigned to farm and garden work.	1	1,200
Teamster @ \$432..... Drive teams on farm and for general hauling of institution; care of teams and barns; also supervise work of inmates at cowbarn.	8	3,456
<b>9—Religious Department</b>		
Chaplain (Exempt).....	1	1,200
Chaplain (Roman Catholic) (Exempt).....	1	900
Visiting Chaplain (Hebrew) (Exempt)..... Hold religious services and care for the spiritual welfare of inmates.	1	600
<b>10—Education Department</b>		
Superintendent of Education (7th Grade)..... Direction of the educational work of the institution.	1	1,500
Teacher of Music (6th Grade)..... In charge of music instruction.	1	1,200
Superintendent of Trade Schools (8th Grade)..... Director in charge of manual and industrial training.	1	1,800
Instructor (5th, 6th and 8th Grades) @ \$800 to \$1,800..... Instruction in manual and industrial training courses.	20	23,400

**EASTERN NEW YORK REFORMATORY (NAPANOCH)**

Established by chapter 684, Laws of 1906, to care for the excess population of the State Reformatory at Elmira, in connection with which it is carried on.

ORGANIZATION	Number of employees	Amount, pay-roll basis
1—General Administration (same as Reformatory at Elmira).....		
2—Administration.....	4	\$5,240
3—Department of Supervision.....	40	42,080
4—Medical Department.....	1	1,500
5—Steward's Department.....	3	3,600
6—Engineering Department.....	1	1,200
7—Farm Department.....	1	900
8—Religious Department.....	3	2,700
9—Education Department.....	4	4,500
Total on annual pay-roll basis.....	57	*\$61,720

\* In addition to the amounts of salaries and wages, employees receive maintenance (subsistence and lodging) or in lieu thereof are paid a commutation at the rate of \$16 per month.



TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>EASTERN NEW YORK REFORMATORY</b>		
<b>1—General Administration</b>		
Article 4 of State Board of Charities Law provides that boards of seven managers shall be appointed for each institution by the Governor by and with the advice and consent of the Senate. The term of office is seven years. Managers serve without compensation, but are entitled to actual and necessary traveling expenses. The boards shall hold monthly meetings, visit and inspect the institutions and report to the Governor.		
Board of Managers		
Same as for the reformatory at Elmira		
<b>2—Administration</b>		
Superintendent.....	*	.....
General supervision of the institution and inmates; salary included in schedule for Elmira Reformatory.		
Assistant Superintendent (12th Grade).....	1	\$3,500
General executive duties.		
Clerk (6th Grade).....	1	960
Keeps records of inmates; in charge of correspondence relating to parole.		
Coachman.....	1	480
Drives carriage for superintendent.		
Housekeeper.....	1	300
General housework at residence of assistant superintendent		
<b>3—Department of Supervision</b>		
Captain of the Guard (7th Grade).....	1	1,350
Disciplinary officer; keeps inmates' conduct records		
Chief Guard (6th Grade) @ \$1,200.....	3	3,600
Supervision of guards on duty.		
Guard (6th Grade) @ \$1,200.....	22	26,400
Guard (6th Grade) @ \$1,100.....	3	3,300
Guard (6th Grade) @ \$1,000.....	5	5,000
Guard (5th Grade).....	1	900
Police and disciplinary duties.		
Parole Agent.....	1	†450
Assistant Parole Agent @ \$300.....	3	†900
Visiting and reporting on inmates paroled in New York city and vicinity.		
Stenographer.....	1	180
Dictation, correspondence and typewriting in New York parole office.		

\* Salary included in organization of Elmira Reformatory.

† Salaries represent additional amounts paid to Elmira officials for additional duties performed for the Eastern New York Reformatory.

# ORGANIZATION AND FUNCTIONS

429

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>EASTERN NEW YORK REFORMATORY</b>		
<b>4—Medical Department</b>		
Assistant Physician (7th Grade)..... Charge of hospital; general medical care of inmates.	1	\$1,500
<b>5—Steward's Department</b>		
Chief Clerk (7th Grade)..... In charge of financial records; prepares treasurer's reports and pay-roll; custodian of prisoners' deposits and property	1	1,500
Storekeeper (6th Grade)..... Purchasing officer; receives and issues supplies; prepares quarterly estimates.	1	1,900
Stenographer (5th Grade)..... Dictation and correspondence; general office work.	1	900
<b>6—Engineering Department</b>		
Chief Engineer (6th Grade)..... Charge of boiler plant and heating system.	1	1,200
<b>7—Farm Department</b>		
Farmer..... In charge of farm operation; supervises work of inmates assigned to farm.	1	900
<b>8—Religious Department</b>		
Protestant Chaplain (exempt).....	1	1,200
Catholic Chaplain (exempt).....	1	900
Hebrew Chaplain (exempt)..... Hold religious services.	1	600
<b>9—Education Department</b>		
Principal (6th Grade)..... Director of school work; teaching elementary subjects to inmates.	1	1,200
Carpentry Instructor (6th Grade).....	1	1,200
Masonry Instructor (6th Grade).....	1	1,200
Instructor in Blacksmithing (5th Grade).....	1	900

## AGRICULTURAL AND INDUSTRIAL SCHOOL (INDUSTRY)

Established by chapter 527, Laws of 1902, to receive all male children, under the age of sixteen years, who shall be legally committed by any court.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—General Administration .....	7	.....
2—Administration .....	8	\$9,060
3—Department of Supervision .....	76	41,440
4—Medical Department .....	8	5,240
5—Steward's Department .....	9	6,660
6—Engineering Department .....	5	4,500
7—Farm Department .....	28	20,400
8—Religious Department .....	5	3,672
9—Education Department .....	40	32,100
Total on annual pay-roll basis .....	179	*\$123,072

\* In addition to the amounts of salaries and wages, employees receive maintenance (subsistence and lodging) or in lieu thereto are paid a commutation at the rate of \$16 per month.

DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>AGRICULTURAL AND INDUSTRIAL SCHOOL</b>		
1—General Administration .....	7	.....
2—Administration .....	8	\$9,060
3—Department of Supervision		
1—SUPERVISION OF INMATES .....	35	25,240
2—KITCHEN AND DOMESTIC SERVICE .....	39	15,360
3—CARE OF EMPLOYEES' QUARTERS .....	2	840
4—Medical Department .....	8	5,240
5—Steward's Department .....	9	6,660
6—Engineering Department .....	5	4,500
7—Farm Department .....	28	20,400
8—Religious Department .....	5	3,672
9—Education Department .....	.....	.....
1—SCHOLASTIC TRAINING .....	25	19,500
2—INDUSTRIAL TRAINING .....	15	12,600

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>AGRICULTURAL AND INDUSTRIAL SCHOOL</b>		
<b>1—General Administration</b>		
Board of Managers.....	7	.....
Article 4 of State Charities Law, provides that boards of seven managers shall be appointed for each institution by the Governor, by and with the advice and consent of the Senate. The term of office is seven years. Managers serve without compensation, but are entitled to actual and necessary traveling expenses. The boards shall hold monthly meetings, visit and inspect the institutions and report to the Governor.		
<b>2—Administration</b>		
Superintendent (12th Grade).....	1	\$4,000
General charge of the institution.		
Assistant Superintendent (9th Grade).....	1	2,000
Preparation of medical reports and records; general supervision of employees.		
Stenographer (4th Grade) @ \$660.....	2	1,320
Superintendent's dictation and records of inmates.		
Coachman @ \$480.....	2	960
Drive superintendent's carriage and take inmates and employees to station.		
Telephone Operator (2d Grade).....	1	420
Charge of telephone switchboard.		
Cook.....	1	360
Domestic service at superintendent's residence.		
<b>3—Department of Supervision</b>		
<b>1—SUPERVISION OF INMATES</b>		
Inspector (6th Grade).....	1	1,200
General charge of supervision of all cottages		
Supervisor (6th Grade).....	1	1,000
Charge of disciplinary cottages.		
Guard (4th Grade) @ \$660.....	4	2,640
Guard (3d Grade) @ \$600.....	24	14,400
Assigned to the several cottages.		
Catholic Parole Agent (6th Grade).....	1	1,200
Protestant Parole Agent (6th Grade).....	1	1,200
Supervision of inmates on parole; classifying conduct records for parole lists.		
Parole Officer (6th Grade) @ \$1,200.....	3	3,600
Supervision of inmates released on parole; visiting homes and investigating parole records.		

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>AGRICULTURAL AND INDUSTRIAL SCHOOL</b>		
<b>3—Department of Supervision—Continued</b>		
<b>2—KITCHEN AND DOMESTIC SERVICE</b>		
Supervising Matron (6th Grade).....	1	\$1,200
General charge of kitchen and domestic service employees.		
Matron (2d Grade).....	1	480
In charge of disciplinary cottage.		
Assistant Matron (1st Grade) @ \$360.....	35	12,600
In charge of cottages.		
Butcher (4th Grade).....	1	720
Care of and distribution of meats.		
Cook.....	1	360
Cooking in cottage.		
<b>3—CARE OF EMPLOYEES' QUARTERS</b>		
Head Cook.....	1	480
Cook.....	1	360
Kitchen and domestic service in employees' cottage.		
<b>4—Medical Department</b>		
Resident Physician (9th Grade).....	1	2,000
In charge of medical care of inmates.		
Hospital Matron (3d Grade).....	1	600
In charge of hospital.		
Chief Nurse (2d Grade).....	1	480
General hospital nursing.		
Nurse.....	1	600
Nursing in contagious hospital		
Dentist (2d Grade).....	1	480
Care of inmates' teeth.		
Optical Surgeon (2d Grade).....	1	480
Ophthalmic care of inmates.		
Cook.....	1	360
Waitress.....	1	240
Kitchen and dining service for medical and hospital employees.		
<b>5—Steward's Department</b>		
Steward (7th Grade).....	1	1,500
Purchasing officer; has charge of supplies and accounting and financial records, pay-rolls and estimates; custodian of inmates' property and funds.		

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>AGRICULTURAL AND INDUSTRIAL SCHOOL</b>		
<b>5—Steward's Department—Continued</b>		
Clerk (3d Grade) @ \$600 .....	3	\$1,800
Stenographer (4th Grade) .....	1	660
Junior Clerk (1st Grade) .....	1	360
General clerical work of steward's office; keep books of account; check bills and vouchers; prepare pay-rolls, requisitions and estimates; file and copy records and correspondence.		
Storekeeper (5th Grade) .....	1	900
Storekeeper (5th Grade) .....	1	780
Storekeeper (4th Grade) .....	1	660
Custodian of stores and supplies; supervises distribution to cottages of all supplies purchased or products of institution farm.		
<b>6—Engineering Department</b>		
Chief Engineer (6th Grade) .....	1	1,200
In charge of engineering and mechanical departments.		
Assistant Engineer (5th Grade) @ \$900 .....	3	2,700
Assisting the chief engineer in boiler and engine room, care and supervision of electrical and steam equipment.		
Carpenter .....	1	600
In charge of ordinary repairs to buildings and equipment		
<b>7—Farm Department</b>		
Supervisor of Farm Colonies (7th Grade) .....	1	1,500
Directs work of inmates and employees assigned to farm.		
Supervisor (4th Grade) @ \$720 .....	22	15,840
Supervisor (4th Grade) @ \$660 .....	2	1,320
Supervisor (3d Grade) .....	1	600
Supervising work of inmates assigned to farm operations.		
Farmer .....	1	600
Farmer .....	1	540
Assist chief supervisor in general farm, dairy and garden work.		
<b>8—Religious Department</b>		
Resident Catholic Chaplain (Exempt) .....	1	1,200
Resident Protestant Chaplain (Exempt) .....	1	1,200
Visiting Rabbi (Exempt) .....	1	600
Care of spiritual welfare of inmates.		
Catholic Organist (1st Grade) .....	1	336
Furnishing music at religious services.		
Protestant Organist (1st Grade) .....	1	336
Furnishing music at religious services.		

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>AGRICULTURAL AND INDUSTRIAL SCHOOL</b>		
<b>9—Education Department</b>		
<b>1—SCHOLASTIC TRAINING</b>		
Superintendent of Schools (6th Grade).....	1	\$1,200
General charge of school work of the institution		
Teacher (5th Grade) @ \$900.....	15	13,500
Teacher (5th Grade).....	1	840
Teacher (5th Grade) @ \$780.....	2	1,560
Teacher (4th Grade).....	1	720
Teaching subjects in charge of classes of inmates in colonies.		
Head Cook.....	1	480
Cook @ \$360.....	2	720
Waitress @ \$240.....	2	480
Kitchen and dining service at teachers' cottage.		
<b>2—INDUSTRIAL TRAINING</b>		
Instructors (4th and 5th Grades) @ \$720 to \$900.....	15	12,600

**SOCIETY FOR REFORMATION OF JUVENILE DELINQUENTS IN THE CITY OF NEW YORK (RANDALL'S ISLAND)**

A reformatory institution supported by the State, but under private management, established by chapter 126, Laws of 1824, amended by chapter 449, Laws of 1910; provides a common school education and industrial instruction for boys under sixteen years convicted of crime and vagrancy or committed for juvenile delinquency, lack of proper guardianship, or disorderly conduct.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—General Administration .....	24	.....
2—Administration .....	4	\$6,580
3—Department of Supervision .....	48	26,052
4—Medical Department .....	5	3,480
5—Steward's Department .....	5	5,080
6—Engineering Department .....	5	4,200
7—Farm and Garden Department .....	3	1,800
8—Education Department .....	39	30,060
9—Dock and Boat Service .....	2	2,220
Total on annual pay-roll basis .....	111	*\$79,472

\* In addition to the amounts of salaries and wages, employees receive maintenance (subsistence and lodging) or in lieu thereof are paid a commutation at the rate of \$16 per month.



DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>SOCIETY FOR REFORMATION OF JUVENILE DELINQUENTS IN THE CITY OF NEW YORK</b>		
1—General Administration.....	24	.....
2—Administration.....	4	\$6,580
3—Department of Supervision		
1—CARE OF OFFICERS AND GUARDS.....	3	1,560
2—SUPERVISION OF INMATES.....	37	21,840
3—KITCHEN SERVICE.....	5	1,920
4—DOMESTIC SERVICE.....	3	732
4—Medical Department.....	5	3,480
5—Steward's Department.....	5	5,080
6—Engineering Department.....	5	4,200
7—Farm and Garden Department.....	3	1,800
8—Education Department.....	39	30,060
9—Dock and Boat Service.....	2	2,220

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>SOCIETY FOR REFORMATION OF JUVENILE DELINQUENTS IN THE CITY OF NEW YORK</b>		
<b>1—General Administration</b>		
<b>Board of Managers</b> .....	24	.....
As prescribed by act of Legislature, consists of twenty-one appointive members, who serve without compensation, and the Governor, Comptroller and Attorney-General of the State, members ex-officio. The board elects from its members a president, two vice-presidents, treasurer and secretary, and controls and directs the policy and general management of the institution.		
<b>2—Administration</b>		
<b>Superintendent</b> .....	1	\$4,000
In charge of institutions and inmates.		
<b>Assistant Superintendent</b> .....	1	1,800
Assists in general supervision of institution and inmates, and work of employees.		
<b>Stenographer</b> .....	1	600
Dictation and correspondence of the administrative office.		
<b>Messenger</b> .....	1	180
Announces visitors; general messenger service.		
<b>3—Department of Supervision</b>		
<b>1—CARE OF OFFICERS AND GUARDS</b>		
<b>Matron</b> .....	1	480
<b>Assistant Matron</b> .....	1	600
<b>Assistant Matron</b> .....	1	480
In charge of household and supervise work of attendants and domestics.		
<b>2—SUPERVISION OF INMATES</b>		
<b>Attendant</b> .....	1	480
<b>Attendant @ \$300</b> .....	2	600
<b>Attendant</b> .....	1	240
In charge of inmates' quarters; condition of rooms and dormitories.		
<b>Chief Guard @ \$720</b> .....	3	2,160
<b>Guard @ \$40 to \$50 per month</b> .....	23	12,360
In charge of the policing of buildings and grounds, and supervising employees and inmates.		
<b>Parole Agent</b> .....	1	1,200
<b>Parole Agent @ \$900</b> .....	3	2,700
<b>Parole agent</b> .....	1	840
<b>Parole Agent</b> .....	1	780
Supervision of inmates released on parole.		
<b>Stenographer to Parole Agent</b> .....	1	480
In charge of correspondence, files and records of parole agents.		

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>SOCIETY FOR REFORMATION OF JUVENILE DELINQUENTS IN THE CITY OF NEW YORK</b>		
<b>3—Department of Supervision—Continued</b>		
<b>3—KITCHEN SERVICE</b>		
Head Cook.....	1	\$600
Assistant Cook.....	1	420
Assistant Cook @ \$300.....	3	900
Preparing and cooking food for employees and inmates.		
<b>4—DOMESTIC SERVICE</b>		
Housekeeper.....	1	300
Domestic.....	1	216
Waitress.....	1	216
General housework and dining-room service for officers and employees.		
<b>4—Medical Department</b>		
Physician.....	1	1,200
In charge of hospital and medical care of inmates.		
Optical Surgeon.....	1	600
Dentist.....	1	600
Examining and caring for the eyes and teeth of inmates.		
Chief Nurse.....	1	600
Nurse.....	1	480
Nursing care of ill inmates.		
<b>5—Steward's Department</b>		
Steward.....	1	1,500
Purchasing stores and supplies and general oversight of business department.		
Chief Clerk.....	1	1,200
In charge of accounts and correspondence; preparation of pay-rolls, estimates and financial records.		
Bookkeeper.....	1	1,000
Clerk.....	1	720
Keep books of accounts, make reports of finance and maintenance and general records of the office.		
Storekeeper.....	1	660
General charge of storeroom; issuing and receiving of stores and supplies and keeps records of same.		
<b>6—Engineering Department</b>		
Chief Engineer.....	1	1,200
Assistant Engineer @ \$900.....	2	1,800
In charge of engine and boiler room; supervising work of inmates assigned to firing boilers, etc.		

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>SOCIETY FOR REFORMATION OF JUVENILE DE- LINQUENTS IN THE CITY OF NEW YORK</b>		
<b>6—Engineering Department—Continued</b>		
Carpenter..... In charge of carpentry work.	1	\$600
Plumber..... Making general and minor repairs to buildings and equipment.	1	600
<b>7—Farm and Garden Department</b>		
Farmer..... Supervises inmates working on farm.	1	600
Florist..... In charge of grounds; supervision of garden and greenhouse.	1	720
Teamster..... General farm work; hauling; caring for teams.	1	480
<b>8—Education Department</b>		
Superintendent.....	1	1,500
Assistant Superintendent..... In charge of educational work of the institution.	1	960
Instructors..... Supervision and instruction; general teaching manual and industrial training courses of study.	37	27,600
<b>9—Dock and Boat Service</b>		
Acting Captain Boat "Refuge".....	1	1,260
Engineer Boat "Refuge"..... Operating ferry to and from Manhattan.	1	960

## WESTERN HOUSE OF REFUGE FOR WOMEN (ALBION)

Established by chapter 238, Laws of 1890, for the commitment of any female between the ages of sixteen and thirty years, convicted of petit larceny, vagrancy, habitual drunkenness, of being a common prostitute, or of a misdemeanor.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—General Administration.....	7	.....
2—Administration.....	6	\$5,480
3—Medical Department.....	3	2,200
4—Department of Supervision.....	22	10,460
5—Steward's Department.....	4	2,760
6—Engineering Department.....	6	3,624
7—Farming Department.....	4	2,040
8—Education Department.....	8	4,320
Total on annual pay-roll basis.....	53	*\$30,884

\* In addition to the amounts of salaries and wages, employees receive maintenance (subsistence and lodging) or in lieu thereof are paid a commutation at the rate of \$16 per month.

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>WESTERN HOUSE OF REFUGE FOR WOMEN</b>		
<b>1—General Administration</b>		
Board of Managers..... Article 4 of State Charities Law, provides that boards of seven managers shall be appointed for each institution by the Governor, by and with the advice and consent of the Senate. The term of office is seven years. Managers serve without compensation, but are entitled to actual and necessary traveling expenses. The boards shall hold monthly meetings, visit and inspect the institutions and report to the Governor.	7	.....
<b>2—Administration</b>		
Superintendent (9th Grade)..... Chief executive officer; charge of grounds, farm and buildings and discipline of officers and inmates; takes history of girls and assigns them to departments.	1	\$2,000
Assistant Superintendent (6th Grade)..... Performs duties of the superintendent in her absence; has charge of transportation funds.	1	1,200
Marshal (4th Grade)..... Brings girls who are committed to the institution from the various counties in the State.	1	720
Stenographer (3rd Grade)..... Confidential stenographer to board; superintendent's dictation and correspondence; filing records.	1	600
Night Watchman (3rd Grade)..... Night patrol; buildings and grounds.	1	540
Assistant Matron (2nd Grade)..... Charge of housekeeping supplies and cooking of the employees in the administration building.	1	420
<b>3—Medical Department</b>		
Resident Physician (6th Grade)..... Examines inmates, mentally and physically; directs work of nurses.	1	1,000
Hospital Matron (4th Grade)..... Charge of housekeeping and cooking in hospital; assists in nursing.	1	720
Nurse..... Fills physician's prescriptions and does general nursing.	1	480
<b>4—Department of Supervision</b>		
Reception Hall Matron (5th Grade).....	1	840
Assistant Reception Hall Matron (2nd Grade)..... Receives inmates on arrival; keeps records of health, conduct, clothing and personal belongings.	1	480
Parole Officer (4th Grade)..... Takes paroled inmates to their houses, visits them while on parole, inspects packages and mail sent to inmates.	1	720

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>WESTERN HOUSE OF REFUGE FOR WOMEN</b>		
<b>4—Department of Supervision — Continued</b>		
Cottage Matron (3rd Grade) .....	1	\$500
Cottage Matron (2nd Grade) @ \$480 .....	6	2,880
Charge of cottages, including discipline and training of inmates; care of household equipment.		
Assistant Prison Matron (2nd Grade) @ \$420 .....	2	840
Charge of inmates in dormitories, mending room, recreation rooms and cellar.		
Assistant Cottage Matron (2nd Grade) @ \$420 .....	7	2,940
Charge of kitchen and cellar in cottages; teach preparation and cooking of food.		
Assistant Matron General (2nd Grade) .....	1	420
Charge of housekeeping in large industrial building; of supplies in absence of matron; of officers' cooking school.		
Assistant Matron (2nd Grade) .....	1	420
Charge of dining room in reception cottage; distributes food; providing and serving meals for inmates in quarantine.		
Housekeeper and Cook (2nd Grade) .....	1	420
Charge of supplies and cooking for employees in one of the cottages.		
<b>5—Steward's Department</b>		
Steward (6th Grade) .....	1	1,200
Purchases stores and supplies; prepares quarterly estimates; charge of special funds; custody of property and funds of inmates.		
Bookkeeper (3rd Grade) .....	1	540
Keeps books; checks bills and vouchers; files maintenance records and correspondence.		
Storekeeper and Bookkeeper (3rd Grade) .....	1	540
Receives and checks goods at storehouse and meat house, distributes supplies; keeps storehouse records.		
Coachman .....	1	480
General teaming; brings in and takes out freight; gathers garbage and delivers ice.		
<b>6—Engineering Department</b>		
Engineer (5th Grade) .....	1	900
In charge of boilers and engine room and general machinery equipment.		
Fireman @ \$540 .....	3	1,620
Fire boilers, eight hour shifts.		
Carpenter .....	1	600
Repairing and painting.		
wage tender .....	1	504
Charge of sewage disposal plant.		

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>WESTERN HOUSE OF REFUGE FOR WOMEN</b>		
<b>7—Farming Department</b>		
Farmer..... Charge of farm, dairy, etc.	1	\$600
Teamster..... Assists on the farm; hauls coal for institution.	1	480
Garden Matron (2nd Grade)..... Charge of inmates working on the farm; gathers and collects vegetables.	1	480
Gardener..... Charge of garden; acts as meat cutter for steward's department	1	480
<b>8—Education Department</b>		
Head Teacher (4th Grade)..... Principal of school; receives, examines and grades pupils.	1	720
Head Music and General Teacher (4th Grade)..... Has charge of music of the institution and assists head teacher.	1	720
Physical Instructor (3rd Grade).....	1	600
Teacher (2nd Grade)..... Teachers several grades, classes of inmates.	1	480
Dressmaker (2nd Grade)..... Teaches model sewing work.	1	480
Instructor in Sewing (2nd Grade).....	1	480
Instructor in Cooking (2nd Grade).....	1	480
Instructor in Laundry Work (1st Grade).....	1	360



## REFORMATORY FOR WOMEN (BEDFORD)

Established by chapter 651, Laws of 1892, for the commitment of any female between the ages of sixteen and thirty years, convicted of petit larceny, vagrancy, habitual drunkenness, being a common prostitute, or of a misdemeanor, and who is not insane, nor mentally or physically incapable of being benefited by the discipline.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—General Administration .....	7	.....
2—Administration .....	6	\$7,380
3—Medical Department .....	4	4,000
4—Department of Supervision .....	55	24,200
5—Steward's Department .....	3	2,160
6—Engineering Department .....	8	5,160
7—Farm Department .....	5	2,100
8—Education Department .....	11	5,760
Total on annual pay-roll basis .....	92	*\$50,760

\* In addition to the amounts of salaries and wages, employees receive maintenance (subsistence and lodging) or in lieu thereof are paid a commutation at the rate of \$16 per month.

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>REFORMATORY FOR WOMEN</b>		
<b>1—General Administration</b>		
Board of Managers.....	7	.....
Article 4 of State Charities Law provides that boards of seven managers shall be appointed for each institution by the Governor by and with the advice and consent of the senate. The term of office is seven years. Managers serve without compensation, but are entitled to actual and necessary traveling expenses. The boards shall hold monthly meetings, visit and inspect the institutions and report to the Governor.		
<b>2—Administration</b>		
Superintendent (11th Grade).....	1	\$3,000
Assistant Superintendent (8th Grade).....	1	1,800
General charge of the institution.		
Marshal (5th Grade).....	1	900
Brings girls who are committed to institution from various counties of the State.		
Stenographer @ \$600.....	2	1,200
Dictation and correspondence of administrative office; filing records and documents.		
Coachman.....	1	480
Receives inmates at station and carries mail.		
<b>3—Medical Department</b>		
Physician (8th Grade).....	1	1,800
Assistant Physician (6th Grade).....	1	1,000
Supervision of hospital; physical examination and medical care of inmates; investigation of sanitary conditions.		
Hospital Matron (4th Grade).....	1	720
In charge of inmates in hospital building.		
Nurse.....	1	480
Nursing care of inmates in hospital.		
<b>4—Department of Supervision</b>		
Parole Agent (5th Grade).....	1	900
Custodian of inmates under parole; accompanies paroled inmates to and from New York city.		
Matron (4th Grade).....	1	720
Matron (3rd Grade) @ \$500.....	7	3,500
Matron (2nd Grade).....	1	480
Assistant Matron @ \$420 (1st Grade).....	23	9,660
Assistant Matron @ \$360 (1st Grade).....	15	5,400
In charge of cottages.		

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>REFORMATORY FOR WOMEN</b>		
<b>4—Department of Supervision—Continued</b>		
Guard (3rd Grade) @ \$600..... In charge of entrance gates.	3	\$1,800
Night Watchman (3rd Grade)..... Patrolling institution grounds at night.	1	600
Housekeeper and Cook (2nd Grade).....	1	480
Cook..... Supervision of inmates assigned to kitchen, dining room and domestic service for officers and employees.	1	300
Laundress (1st Grade)..... In charge of institution laundry; directs work of inmates assigned to laundry.	1	360
<b>5—Steward's Department</b>		
Steward (6th Grade)..... Purchasing officer and in charge of financial and maintenance records; custodian of property and funds of inmates.	1	1,200
Storekeeper (3rd Grade)..... Charge of supplies; receives and issues and keeps record of same.	1	540
Bookkeeper (2nd Grade)..... Keeps books; prepares estimates and payrolls; handles requisitions and orders; checks bills and vouchers.	1	420
<b>6—Engineering Department</b>		
Chief Engineer (6th Grade).....	1	1,200
Assistant Engineer (3rd Grade) @ \$600..... In charge of power house, operation of steam and electric equipment and sewage disposal plant; make ordinary repairs to heating and plumbing equipment throughout the institution.	2	1,200
Fireman @ \$540..... Firing boilers; work in eight hour shifts and care of heating plant in reception building.	4	2,160
Carpenter..... Has charge of ordinary repairs of buildings.	1	600
<b>7—Farm Department</b>		
Agricultural Instructor..... In charge of farm, garden and dairy work of institution and supervision of inmates assigned to farm work.	*	.....
Laborers @ \$420..... General heavy farm work; care of teams; hauling; getting out wood; plowing, etc.	5	2,100

\* Salary is shown under educational department.

# ORGANIZATION AND FUNCTIONS

447

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>REFORMATORY FOR WOMEN</b>		
<b>8—Education Department</b>		
Principal Teacher (4th Grade).....	1	\$720
Principal of school; receives and examines all pupils.		
Teacher of Agriculture (5th Grade).....	*1	900
Physical Instructor (3rd Grade).....	1	600
Teachers @ \$480.....	3	1,440
Teaching grades as detailed by principal.		
Cooking Teacher (2nd Grade).....	1	480
Dressmaking Instructor (2nd Grade).....	1	480
Music Teacher (2nd Grade).....	1	420
Sewing Teacher (1st Grade) @ \$360.....	2	720

\* Also supervises farm department.

### TRAINING SCHOOL FOR GIRLS (HUDSON)

Established by chapter 453, Laws of 1904, for the reception of girls, not over the age of fifteen years, who are placed in charge of the institution by any court.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—General Administration . . . . .	7	.....
2—Administration . . . . .	5	\$6,480
3—Medical Department . . . . .	3	2,940
4—Department of Supervision . . . . .	46	21,640
5—Steward's Department . . . . .	7	4,440
6—Engineering Department . . . . .	12	8,028
7—Farm Department . . . . .	8	3,480
8—Education Department . . . . .	13	7,420
Total on annual pay-roll basis . . . . .	94	*\$54,428

\* In addition to the amounts of salaries and wages, employees receive maintenance (subsistence and lodging) or in lieu thereof are paid a commutation at the rate of \$16 per month.

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>TRAINING SCHOOL FOR GIRLS</b>		
<b>1—General Administration</b>		
Board of Managers..... Article 4 of State Charities Law provides that boards of seven managers shall be appointed for each institution by the Governor by and with the advice and consent of the Senate. The term of office is seven years. Managers serve without compensation, but are entitled to actual and necessary traveling expenses. The boards shall hold monthly meetings, visit and inspect the institutions and report to the Governor.	7	.....
<b>2—Administration</b>		
Superintendent (Exempt)..... General charge of institution and inmates.	1	\$3,000
Assistant Superintendent.....	1	1,500
Marshal (5th Grade)..... Brings girls who are committed to the institution from the various counties of the State.	1	900
Stenographer (3d Grade)..... Dictation and correspondence of administrative office.	1	600
Coachman..... Receives inmates at station and carries mail, etc.	1	480
<b>3—Medical Department</b>		
Resident Physician (7th Grade)..... Medical care of inmates.	1	1,500
Hospital Matron (5th Grade)..... Care of inmates in hospital. Supervision of dietary and nursing.	1	840
Nurse..... Nursing and care of inmates.	1	600
<b>4—Department of Supervision</b>		
Supervising Matron (4th Grade)..... In charge of employees and inmates in cottages.	1	720
Cottage Matron (3d Grade).....	1	600
Cottage Matron (3d Grade) @ \$540.....	9	4,860
Cottage Matron (2d Grade)..... In charge of cottages.	1	480
Assistant Cottage Matron (2d Grade).....	1	480
Assistant Cottage Matron (2d Grade) @ \$450.....	2	900
Assistant Cottage Matron (2d Grade) @ \$420.....	4	1,680
Assistant Cottage Matron (2d Grade) @ \$390.....	8	3,120
Assistant Cottage Matron (1st Grade) @ \$360..... In charge of cottages.	13	4,680

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>TRAINING SCHOOL FOR GIRLS</b>		
<b>4—Department of Supervision—Continued</b>		
Guard (3d Grade) @ \$540..... In charge of entrance gates.	3	\$1,620
Chief Parole Agent (6th Grade)..... Supervision of inmates released on parol.	1	1,000
Parole Agent (5th Grade).....	1	780
Parole Agent (4th Grade).....	1	720
<b>5—Steward's Department</b>		
Steward (6th Grade)..... In charge of maintenance; supervision of financial records.	1	1,200
Clerk (3d Grade).....	1	600
Clerk (3d Grade)..... Keeps books and records; prepares estimates, payrolls and institutional reports, checks bills and vouchers.	1	540
Bookkeeper (2d Grade) @ \$480..... Keeps records of property and funds of inmates.	2	960
Stenographer (3d Grade)..... Dictation, correspondence and typing of steward's office.	1	600
Storekeeper and Bookkeeper..... Takes care of supplies, receives, issues and keeps record of same.	1	540
<b>6—Engineering Department</b>		
Engineer (6th Grade).....	1	1,008
Assistant Engineer (4th Grade) @ \$720..... In charge of boilers and engine room. Repairing steam and electrical equipment.	3	2,160
Firemen @ \$540..... Firing boilers at power house.	4	2,160
Mason and General Helper.....	1	900
Carpenter @ \$660.....	2	1,320
Painter..... In charge of ordinary repairs to building and equipment.	1	480
<b>7—Farm Department</b>		
Laborer @ \$420..... Acts as farmer and has care of home products.	6	2,520
Teamster..... In charge of farm teams.	1	480

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>TRAINING SCHOOL FOR GIRLS</b>		
<b>7—Farm Department—Continued</b>		
Garden Matron (2d Grade)..... In charge of work of inmates in garden and on farm.	1	\$480
<b>8—Education Department</b>		
Assistant Superintendent and Superintendent of Schools (6th Grade)..... In charge of educational work of institution.	1	1,000
Teacher (4th Grade).....	1	720
Teacher (4th Grade) @ \$660.....	2	1,320
Teacher (3d Grade).....	1	540
Teacher (2d Grade) @ \$480..... General class instruction of inmates in elementary subjects.	2	960
Sewing Instructor (2d Grade) @ \$420 to \$480.....	2	900
Dressmaking Instructor (3d Grade).....	1	540
Music Teacher (2d Grade).....	1	480
Cooking Instructor (2d Grade).....	1	480
Laundry Instructor (2d Grade).....	1	480



## INDUSTRIAL FARM COLONY (GREEN HAVEN)

Established by chapter 812, Laws of 1911, for the detention, humane discipline, instruction and reformation of male adults committed thereto as tramps or vagrants.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—General Administration..... Article 4 of State Charities Law provides that boards of seven managers shall be appointed for each institution by the Governor by and with the advice and consent of the senate. The term of office is seven years. Managers serve without compensation, but are entitled to actual and necessary traveling expenses. The boards shall hold monthly meetings, visit and inspect the institutions and report to the Governor.	7	.....
2—Administration..... Superintendent not yet appointed.	.....	.....

NOTE— Not yet opened for the reception of inmates.

## TRAINING SCHOOL FOR BOYS (YORKTOWN HEIGHTS)

Established by chapter 718, Laws of 1904, to care for and train male juvenile delinquents under the age of twelve years, convicted for crime amounting to felony, or between the ages of seven and sixteen years, guilty of juvenile delinquency, committed by courts in the first, second, third or ninth judicial districts. Not yet opened for the reception of inmates.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—General Administration.....	7	.....
2—Administration.....	3	\$5,700
3—Steward's Department.....	3	2,016
4—Farm Operations.....	8	3,516
Total on annual pay-roll basis.....	14	*\$11,232

\* In addition to the amounts of salaries and wages, employees receive maintenance (subsistence and lodging) or in lieu thereof are paid a commutation at the rate of \$16 per month.

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>TRAINING SCHOOL FOR BOYS</b>		
<b>1—General Administration</b>		
Board of Managers.....	7	.....
Article 4 of State Charities Law provides that boards of seven managers shall be appointed for each institution by the Governor by and with the advice and consent of the Senate. The term of office is seven years. Managers serve without compensation, but are entitled to actual and necessary traveling expenses. The boards shall hold monthly meetings, visit and inspect the institutions and report to the Governor.		
<b>2—Administration</b>		
Superintendent (12th Grade).....	1	\$4,500
General supervision over institution.		
Stenographer (3rd Grade).....	1	600
Dictation and correspondence.		
Head Cook.....	1	600
Cooking and domestic service for superintendent's family.		
<b>3—Steward's Department</b>		
Bookkeeper and Clerk (6th Grade).....	1	1,200
Keeps records and accounts; prepares payrolls and maintenance estimates; checks bills and vouchers.		
Head Cook Winterburn House.....	1	600
Care, preparation and serving of food for employees.		
Domestic—Winterburn House.....	1	216
General housework.		
<b>4—Farm Operations</b>		
Superintendent of Colony Farms (6th Grade).....	1	1,200
Has charge of farming operations and care of live stock.		
Teamsters @ \$40 per month.....	2	960
Teamster.....	1	420
Laborers @ \$20 per month.....	3	720
Laborer.....	1	216
Drive teams; general farm work.		

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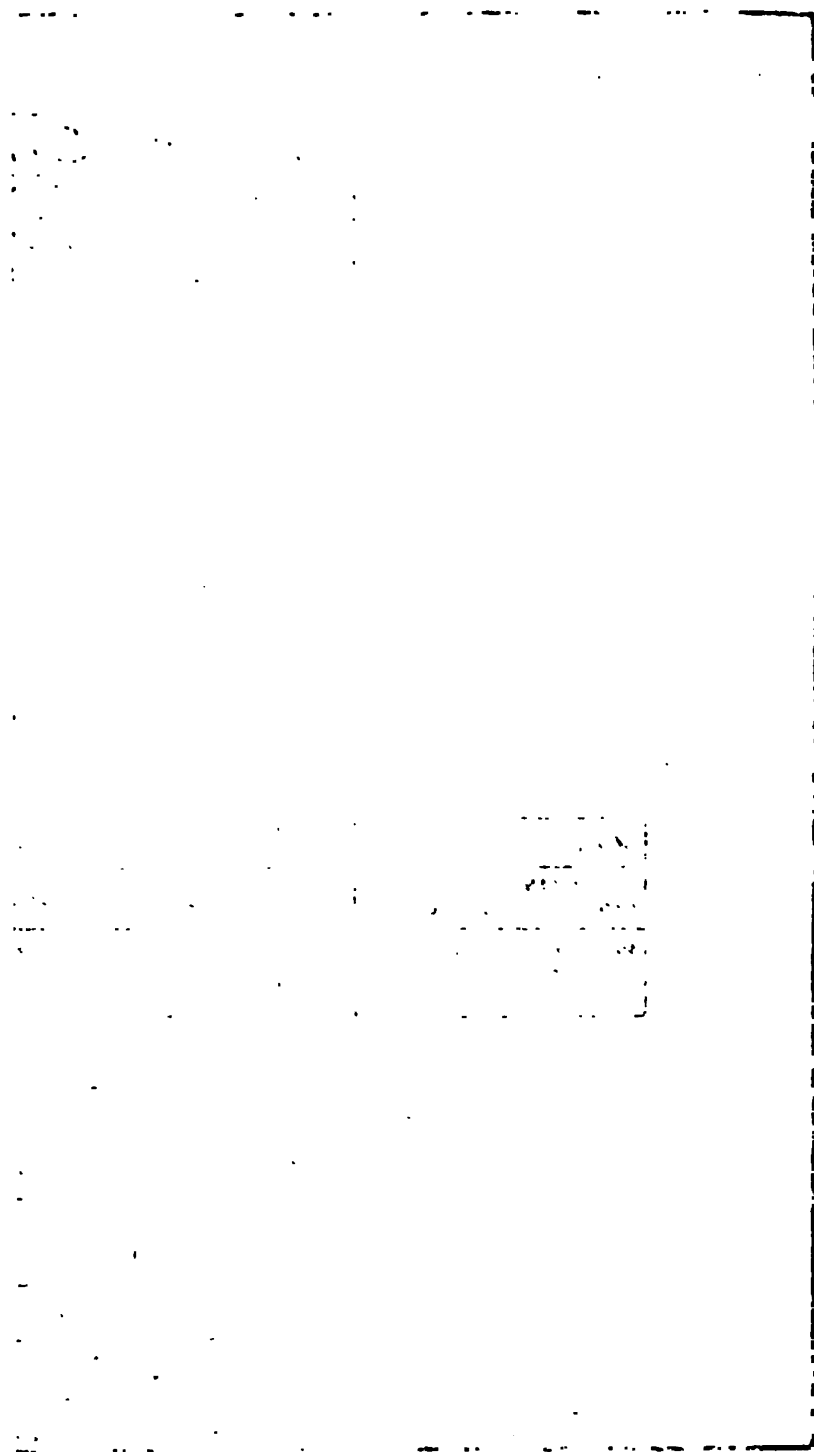
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EDUCATION DEPARTMENT  
HEAD TEACHER 1<sup>st</sup> 660  
TEACHERS 6 3,060  
Scholastic and industrial training.

REPAIR SERVICE  
7<sup>th</sup> 3,900

OPERATIONS  
1<sup>st</sup> 900  
13 5,880

the 8 custodial institute  
the text of this report.



# ORGANIZATION AND FUNCTIONS

457

## ROME CUSTODIAL ASYLUM (ROME)

Established under this name by chapter 382, Laws of 1894, for the support, maintenance and custody of feeble-minded persons and idiots.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—General Administration .....	7	.....
2—Administration .....	6	\$6,196
3—Medical Department .....	11	8,300
4—Department of Supervision .....	169	57,990
5—Steward's Department .....	28	15,540
6—Engineering Department .....	11	6,720
7—Education Department .....	7	3,720
Total on annual pay-roll basis .....	232	*\$98,466

\* In addition to the amounts of salaries and wages, employees receive maintenance (subsistence and lodging) or in lieu thereof are paid a commutation at the rate of \$16 per month.

DETAILS OF ORGANIZATION	No. employees	Amount per year
<b>ROME CUSTODIAL ASYLUM</b>		
1—General Administration .....	7	.....
2—Administration .....	6	\$5,196
3—Medical Department .....	11	8,300
4—Department of Supervision		
1—OFFICE OF THE MATRON .....	1	900
2—CARE OF INMATES .....	147	50,418
3—KITCHEN AND DINING ROOM SERVICE .....	15	4,572
4—LAUNDRY SERVICE .....	6	2,100
5—Steward's Department		
1—OFFICE OF THE STEWARD .....	1	1,500
2—GENERAL OPERATING SERVICE .....	3	1,920
3—BUILDING AND REPAIR SERVICE .....	7	3,900
4—GARDEN AND GROUNDS .....	3	1,440
5—FARM OPERATIONS .....	14	6,780
6—Engineering Department .....	11	6,720
7—Education Department .....	7	3,720

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>ROME CUSTODIAL ASYLUM</b>		
<b>1—General Administration</b>		
Article 4 of State Charities Law provides that boards of seven managers shall be appointed for each institution by the Governor by and with the advice and consent of the Senate. The term of office is seven years. Managers serve without compensation, but are entitled to actual and necessary traveling expenses. The boards shall hold monthly meetings, visit and inspect the institutions and report to the Governor.		
Board of Managers.....	7	.....
<b>2—Administration</b>		
Medical Superintendent (12th Grade).....	1	\$4,000
General supervision of the asylum; treasurer of the institution.		
Stenographer (3rd Grade).....	1	600
Dictation and correspondence of superintendent and medical office.		
Watchman.....	1	540
Patrolling building and grounds.		
Coachman.....	1	480
Care and operation of automobile.		
Assistant Cook.....	1	360
Waitress.....	1	216
Kitchen and domestic service at residence of superintendent.		
<b>3—Medical Department</b>		
Physician (9th Grade).....	1	2,000
Physician (7th Grade).....	1	1,500
Assistant Physician (6th Grade).....	1	1,200
Medical care of inmates.		
Nurse @ \$480.....	5	2,400
Nurse @ \$420.....	2	840
Nursing care of inmates in hospital and on wards.		
Assistant Cook.....	1	360
Care and preparation of food in officers' kitchen.		
<b>4—Department of Supervision</b>		
<b>1—OFFICE OF THE MATRON</b>		
Matron (5th Grade).....	1	900
Supervision over the care of inmates and physical condition of buildings.		



# ORGANIZATION AND FUNCTIONS

459

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>ROME CUSTODIAL ASYLUM</b>		
<b>4—Department of Supervision—Continued</b>		
<b>2—CARE OF INMATES</b>		
Supervisor @ \$600.....	5	\$3,000
Supervisor @ \$540.....	2	1,080
Assistant Supervisor @ \$480.....	15	7,200
Assistant Supervisor @ \$420.....	7	2,940
Assistant Supervisor.....	1	360
Assistant Matron @ \$360.....	12	4,320
Assistant Matron @ \$300.....	5	1,500
Supervision of the work of attendants on wards and care of inmates.		
Day Attendants @ \$360.....	21	7,560
Day Attendants @ \$330.....	7	2,310
Day Attendants @ \$300.....	29	8,700
Day Attendants @ \$240.....	13	3,120
Day Attendants @ \$216.....	14	3,024
Day Attendant.....	1	288
Day Attendant.....	1	192
Care and personal supervision of inmates; working with inmates.		
Night Attendants @ \$420.....	4	1,680
Night Attendants @ \$360.....	4	1,440
Night Attendants @ \$300.....	2	600
Night Attendant.....	1	264
Night Attendants @ \$240.....	2	480
In charge of wards and dormitories on night duty.		
Barber.....	1	360
<b>3—KITCHEN AND DINING ROOM SERVICE</b>		
Head Cook.....	1	480
Head Cook.....	1	420
Assistant Cook @ \$360.....	2	720
Domestic.....	1	240
Domestic @ \$216.....	5	1,080
Domestic.....	1	192
Waitress @ \$240.....	3	720
Care, preparation and serving of food in main kitchen.		
Baker.....	1	720
Baking bread and pastry.		
<b>4—LAUNDRY SERVICE</b>		
Head Laundryman.....	1	720
Laundress @ \$240.....	4	960
Laborer.....	1	420
Supervision of laundry work and of the inmates assigned thereto.		



TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>ROME CUSTODIAL ASYLUM</b>		
<b>5—Steward's Department</b>		
<b>1—OFFICE OF THE STEWARD</b>		
Steward (7th Grade) . . . . .	1	\$1,500
In charge of purchasing and distribution of stores and supplies; approving invoices and vouchers and preparing estimates.		
<b>2—GENERAL OPERATING SERVICE</b>		
Supervisor . . . . .	1	600
Charge of storeroom.		
Bookkeeper (4th Grade) . . . . .	1	720
Charge of bookkeeping.		
Stenographer (3rd Grade) . . . . .	1	600
Stenographic work; preparation of estimates.		
<b>3—BUILDING AND REPAIR SERVICE</b>		
Carpenter @ \$720 . . . . .	2	1,440
Painter . . . . .	1	600
Mason . . . . .	1	480
Laborer . . . . .	1	420
Laborer . . . . .	1	360
General repairs and upkeep of buildings and equipment.		
Blacksmith . . . . .	1	600
Forging, horseshoeing and metal working.		
<b>4—GARDEN AND GROUNDS SERVICE</b>		
Gardener . . . . .	1	600
Laborer @ \$420 . . . . .	2	840
Care of garden, greenhouse and grounds.		
<b>5—FARM OPERATIONS</b>		
Farmer . . . . .	1	900
Supervision of employees and inmates assigned to farm work		
Dairyman . . . . .	1	600
In charge of dairy work and butter making.		
Butcher and Meat Cutter . . . . .	1	540
Butchering farm animals and cutting meat for kitchens.		
Laborer @ \$420 . . . . .	5	2,100
General farm work.		
Teamsters @ \$480 . . . . .	2	960
Teamsters @ \$420 . . . . .	4	1,680
Driving farm teams and general hauling for institution.		

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>ROME CUSTODIAL ASYLUM</b>		
<b>6—Engineering Department</b>		
Engineer and Electrician (6th Grade)..... General supervision of power plant, plumbing, electric lighting and heating.	1	\$1,200
Assistant Engineer (5th Grade).....	1	840
Assistant Engineer (4th Grade)..... Assist the engineer in care of steam plant and general equipment.	1	720
Fireman @ \$480.....	3	1,440
Fireman @ \$420..... Firing boilers.	3	1,260
Plumber and Steam Fitter..... Repairs to plumbing and heating equipment.	1	720
Sewage Tender..... In charge of operation of sewage disposal system.	1	540
<b>7—Education Department</b>		
Head Teacher (4th Grade)..... Supervising educational work and entertainments.	1	660
Teacher (2nd Grade) @ \$480.....	2	960
Teacher (1st Grade)..... Teaching elementary subjects to inmates.	1	360
Instructor in Music (3rd Grade)..... Musical instruction of inmates.	1	600
Instructor in Manual Training (3rd Grade).....	1	600
Instructor in Manual Training (3rd Grade)..... Industrial training of inmates.	1	540

**CUSTODIAL ASYLUM FOR FEEBLE-MINDED WOMEN (NEWARK)**

Established by chapter 281, Laws of 1885, for the custody and maintenance of indigent feeble-minded women of child-bearing age. It aims to improve their mental, moral and physical condition.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—General Administration.....	7	.....
2—Administration.....	5	\$6,520
3—Medical Department.....	3	2,700
4—Department of Supervision.....	74	27,640
5—Steward's Department.....	13	7,620
6—Engineering Department.....	9	6,240
7—Education Department.....	5	2,640
Total on annual pay-roll basis.....	109	*\$53,360

\* In addition to the amounts of salaries and wages, employees receive maintenance (subsistence and lodging) or in lieu thereof are paid a commutation at the rate of \$16 per month.

DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>CUSTODIAL ASYLUM FOR FEEBLE-MINDED WOMEN</b>		
1—General Administration.....	7	.....
2—Administration.....	5	\$6,520
3—Medical Department.....	3	2,700
4—Department of Supervision.....		
1—OFFICE OF THE MATRON.....	1	1,000
2—CARE OF INMATES.....	55	19,620
3—KITCHEN SERVICE.....	11	4,800
4—LAUNDRY SERVICE.....	7	2,220
5—Steward's Department		
1—OFFICE OF THE STEWARD.....	1	1,200
2—GENERAL OPERATING SERVICE.....	3	1,920
3—BUILDING AND REPAIR SERVICE.....	1	600
4—FARM OPERATIONS.....	8	3,900
6—Engineering Department.....	9	6,240
7—Education Department.....	5	2,640

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>CUSTODIAL ASYLUM FOR FEEBLE-MINDED WOMEN</b>		
<b>1—General Administration</b>		
Board of Managers.....	7	.....
Article 4 of State Charities Law provides that boards of seven managers shall be appointed for each institution by the Governor by and with the advice and consent of the Senate. The term of office is seven years. Managers serve without compensation, but are entitled to actual and necessary traveling expenses. The boards shall hold monthly meetings, visit and inspect the institutions and report to the Governor.		
<b>2—Administration</b>		
Superintendent (12th Grade).....	1	\$4,000
General charge of institution and inmates.		
Chief Clerk (5th Grade).....	1	900
Keeps accounts of institution, checks vouchers and prepares reports.		
Stenographer (3rd Grade).....	1	600
Dictation and correspondence of administrative office.		
Night Watchman.....	1	540
Patrols grounds at night.		
Coachman.....	1	480
Receives inmates at station; carries mail.		
<b>3—Medical Department</b>		
Resident Physician (7th Grade).....	1	1,500
In charge of medical care of inmates.		
Nurse (3rd Grade) @ \$600.....	2	1,200
In charge of hospital; nursing sick inmates.		
<b>4—Department of Supervision</b>		
<b>1—OFFICE OF THE MATRON</b>		
Matron (6th Grade).....	1	1,000
General supervision of domestic service; inspecting condition of household equipment.		
<b>2—CARE OF INMATES</b>		
Supervising Matron.....	1	600
Assistant Matron @ \$480.....	9	4,320
First Attendant @ \$360.....	2	720
First Attendant @ \$420.....	4	1,680
First Attendant @ \$300.....	29	8,700
Night Attendant @ \$360.....	10	3,600
Charge of inmates in cottages and other buildings.		

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>CUSTODIAL ASYLUM FOR FEEBLE-MINDED WOMEN</b>		
<b>4—Department of Supervision—Continued</b>		
<b>3—KITCHEN SERVICE</b>		
Cook @ \$420.....	10	\$4,200
Baker.....	1	600
Preparing and cooking food for employees and inmates.		
<b>4—LAUNDRY SERVICE</b>		
Head Laundress.....	1	420
Laundress @ \$300.....	6	1,800
General laundry; supervising work of inmates assigned.		
<b>5—Steward's Department</b>		
<b>1—OFFICE OF THE STEWARD</b>		
Steward and Storekeeper (6th Grade).....	1	1,200
Purchase officer; receives and distributes supplies and stores; supervises preparation of maintenance records and reports.		
<b>2—GENERAL OPERATING SERVICE</b>		
Bookkeeper (4th Grade).....	1	720
Keeps books; prepares estimates, financial and maintenance reports and payrolls.		
Clerk (3rd Grade).....	1	600
Keeps storeroom records and records of inmates.		
Stenographer (3rd Grade).....	1	600
Dictation and correspondence; typing reports; general office work.		
<b>3—BUILDING AND REPAIR SERVICE</b>		
Carpenter.....	1	600
General repair work.		
<b>4—FARM OPERATIONS</b>		
Foreman.....	1	900
Has general charge of farm.		
Laborers @ \$420.....	6	2,520
Farm and dairy work.		
Teamster.....	1	480
Drives farm and truck team.		
<b>6—Engineering Department</b>		
Engineer (6th Grade).....	1	1,200
First Assistant Engineer (5th Grade).....	1	900
Assistant Engineer (4th Grade) @ \$720.....	2	1,440
In charge of boiler and engine room; maintenance and repairs of steam and electric equipment.		

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>CUSTODIAL ASYLUM FOR FEEBLE-MINDED WOMEN</b>		
5—Engineering Department— <i>Continued</i>		
Firemen @ \$540.....	5	\$2,700
7—Education Department		
Head Teacher (3rd Grade).....	1	600
Instructor of Music (3rd Grade).....	1	600
Instructor of Sewing (2nd Grade) @ \$480.....	3	1,440
Has charge of educational work of the institution.		

### LETCHWORTH VILLAGE (THIELLS, N. Y.)

Established by chapter 446, Laws of 1909, for the custody and care of epileptic and feeble-minded persons.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—General Administration.....	7	.....
2—Administration.....	1	\$360
3—Medical Department.....	3	5,880
4—Department of Supervision.....	1	1,200
5—Steward's Department.....	32	12,402
6—Engineering and Mechanical Department.....	4	3,520
7—Farming Department.....	5	2,964
	9	4,164
Total on annual pay-roll basis.....	55	*\$30,490

\* In addition to the amounts of salaries and wages, employees receive maintenance (subsistence and lodging) or in lieu thereof are paid a commutation at the rate of \$16 per month.

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>LETCHWORTH VILLAGE</b>		
<b>1—General Administration</b>		
Board of Managers.....	7	.....
Article 4 of State Charities Law provides that boards of seven managers shall be appointed for each institution by the Governor by and with the advice and consent of the senate. The term of office is seven years. Managers serve without compensation, but are entitled to actual and necessary traveling expenses. The boards shall hold monthly meetings, visit and inspect the institutions and report to the Governor.		
Treasurer.....	.....	.....
Clerk.....	1	\$360
Office work in New York city for secretary of board of managers.		
<b>2—Administration</b>		
Superintendent (12th Grade).....	1	4,500
In charge of the institution.		
Stenographer and Bookkeeper (4th Grade).....	1	660
Superintendent's stenographer, telephone operator and other office work.		
Chauffeur.....	1	720
Operates and cares for automobile.		
<b>3—Medical Department</b>		
Assistant Physician (6th Grade).....	1	1,200
General medical care of inmates; acting superintendent in the absence of that official.		
<b>4—Department of Supervision</b>		
<b>1—OFFICE OF SUPERVISOR</b>		
Colony Matron (3rd Grade).....	1	600
Colony Matron.....	1	480
Charge of colony.		
Supervisor (3rd Grade).....	1	540
Charge of colony.		
Attendant @ \$300.....	4	1,200
General dining-room and house work.		
Cook @ \$384 to \$444.....	5	2,112
Cooking and general kitchen work.		
Assistant Cook @ \$192 to \$300.....	6	1,584
Preparing and cooking food for employees and inmates.		
Laborer and Teamster @ \$384 to \$420.....	9	3,636
General work with inmates.		
<b>2—OFFICE OF THE GENERAL MATRON</b>		
General Matron (5th Grade).....	1	900
Charge of sewing room, canning factory, laundry and general supervision of female employees in other buildings.		



TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>LETCHWORTH VILLAGE</b>		
<b>4—Department of Supervision</b>		
<b>2—OFFICE OF THE GENERAL MATRON—Continued</b>		
Sewing Instructor (1st Grade).....	1	\$360
Attendant.....	1	300
Charge of sewing room and supervision of inmates assigned to work therein.		
Head Laundress.....	1	390
Laundress.....	1	300
Charge of laundry and supervision of inmates assigned to laundry work.		
<b>5—Steward's Department</b>		
Steward (8th Grade).....	1	1,600
Purchases stores and supplies; in charge of storehouse and employees connected therewith.		
Stenographer (5th Grade).....	1	780
Bookkeeper (4th Grade).....	1	720
General office work; care of maintenance and financial records and reports, and records of inmates' property and funds.		
Laborer.....	1	420
Hauls freight from station to storehouse; assists in storekeeping work.		
<b>6—Engineering and Mechanical Department</b>		
Fireman.....	1	540
Care of boilers and machinery in laundry.		
Carpenter.....	1	600
Carpenter.....	1	504
Mason.....	1	900
Laborer.....	1	420
In charge of ordinary repairs to buildings and equipment.		
<b>7—Farming Department</b>		
Farmer.....	1	900
Farm work and charge of Distrow colony.		
Dairyman.....	1	600
Charge of dairy.		
Teamster @ \$480.....	3	1,440
Teamster @ \$420.....	2	840
Driving and caring for farm teams; repairing harness and tools; general farm work.		
Laborer @ \$192.....	2	384
Assist in dairy with butter making; caring for rooms of employees.		

**SYRACUSE STATE INSTITUTION FOR FEEBLE-MINDED CHILDREN  
(SYRACUSE)**

Established by chapter 51, Laws of 1891, as an institution for the care and education of children between the ages of seven and fourteen, who are idiotic, or so deficient in intelligence as to be incapable of being educated at any ordinary school, and who are not epileptic, insane or greatly deformed.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—General Administration.....	7	.....
2—Administration.....	6	\$6,160
3—Medical Department.....	3	2,280
4—Department of Supervision.....	74	23,568
5—Steward's Department.....	22	9,672
6—Engineer's Department.....	9	5,380
7—Education Department.....	12	5,940
Total on annual pay-roll basis.....	126	*\$53,000

\* In addition to the amounts of salaries and wages, employees receive maintenance (subsistence and lodging) or in lieu thereof are paid a commutation at the rate of \$16 per month.

DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>SYRACUSE STATE INSTITUTION FOR FEEBLE-MINDED CHILDREN</b>		
1—General Administration .....	7	.....
2—Administration .....	6	\$6,160
3—Medical Department .....	3	2,280
4—Department of Supervision		
1—OFFICE OF MATRON .....	1	900
2—CARE OF INMATES .....	48	15,360
3—DOMESTIC SERVICE .....	11	2,928
4—KITCHEN SERVICE .....	9	3,120
5—LAUNDRY SERVICE .....	5	1,260
5—Steward's Department		
1—STEWARD'S OFFICE .....	1	1,200
2—GENERAL OPERATING SERVICE .....	6	2,940
3—GARDEN AND GROUNDS .....	3	1,440
4—FARM OPERATION .....	4	1,860
5—INDUSTRIES .....	8	2,232
6—Engineer's Department .....	9	5,380
7—Education Department .....	12	5,940

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>SYRACUSE STATE INSTITUTION FOR FEEBLE-MINDED CHILDREN</b>		
<b>1—General Administration</b>		
Board of Managers.....	7	.....
Article 4 of State Charities Law provides that boards of seven managers shall be appointed for each institution by the Governor, by and with the advice and consent of the Senate. The term of office is seven years. Managers serve without compensation, but are entitled to actual and necessary traveling expenses. The boards shall hold monthly meetings, visit and inspect the institutions and report to the Governor.		
<b>2—Administration</b>		
Superintendent (12th Grade).....	1	\$4,000
General supervision of institution.		
Chief Clerk (3rd Grade).....	1	600
In charge of reports and records and inmates correspondence.		
Usher.....	1	240
Receives callers and operates switchboard		
Coachman.....	1	480
Care of carriage; driving team.		
Watchman @ \$420.....	2	840
Policing buildings and grounds.		
<b>3—Medical Department</b>		
Physician (6th Grade).....	1	1,200
In charge of hospital and medical care of inmates.		
Dentist (3rd Grade).....	1	600
In charge of dental work.		
Nurse (2nd Grade).....	1	480
Nursing and care of inmates.		
<b>4—Department of Supervision</b>		
<b>1—OFFICE OF THE MATRON</b>		
Matron (5th Grade).....	1	900
Charge of wards and general care of inmates.		
<b>2—CARE OF INMATES</b>		
Supervisor.....	1	540
In charge of employees and inmates of Boys' Building.		
Assistant Matron @ \$480.....	3	1,440
Supervision and care of inmates.		

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>SYRACUSE STATE INSTITUTION FOR FEEBLE-MINDED CHILDREN</b>		
<b>4—Department of Supervision</b>		
<b>2—CARE OF INMATES—<i>Continued</i></b>		
Matron's Assistant..... Assisting in disciplinary work.	1	\$300
Head Attendant.....	1	480
Head Attendant..... Supervise work of attendants.	1	360
Attendant (Teacher) @ \$360.....	2	720
Attendant (Barber).....	1	360
Attendant @ \$300.....	32	9,600
Attendant @ \$240..... In charge of classes, dormitories and school rooms.	4	960
Night Attendant @ \$300..... Night supervision of wards and dormitories.	2	600
<b>3—DOMESTIC SERVICE</b>		
Housekeeper.....	1	480
Housekeeper @ \$300..... Supervision of household work in buildings and dormitories.	2	600
Domestic @ \$240..... General housework.	4	960
Waitress.....	1	240
Waitress @ \$216..... General dining-room service.	3	648
<b>4—KITCHEN SERVICE</b>		
Head Cook.....	1	420
Head Cook.....	1	360
Assistant Cook @ \$300.....	4	1,200
Second Assistant Cook @ \$270..... Preparation, care and cooking of food for employees and inmates.	2	540
Baker..... Baking bread and pastry.	1	600
<b>5—LAUNDRY SERVICE</b>		
Head Laundress..... In charge of laundry.	1	300
Laundress @ \$240..... General operation of laundry; supervision of work of inmates assigned to laundry.	4	960

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>SYRACUSE STATE INSTITUTION FOR FEEBLE-MINDED CHILDREN</b>		
<b>5—Steward's Department</b>		
<b>1—STEWARD'S OFFICE</b>		
Steward (6th Grade) . . . . .	1	\$1,200
Purchases, receives and issues stores and supplies; has supervision over general work of office; directs operation of kitchen employees, storekeeper, etc.		
<b>2—GENERAL OPERATING SERVICE</b>		
Storekeeper (4th Grade) . . . . .	1	720
Has charge of storeroom and supplies; keeps record of distribution.		
Bookkeeper (3rd Grade) . . . . .	1	600
In charge of books and records of maintenance, payrolls, etc.		
Stenographer (2nd Grade) . . . . .	1	480
Dictation and correspondence; typing and general office work.		
Junior Clerk (1st Grade) . . . . .	1	300
Assists bookkeeper in general routine of office.		
Laborers @ \$420 . . . . .	2	840
Storeroom assistant; cuts meat; delivers supplies.		
<b>3—GARDEN AND GROUNDS</b>		
Gardener . . . . .	1	540
In charge of garden, green house and care of grounds.		
Laborer . . . . .	1	420
Assists gardener.		
Teamster . . . . .	1	480
Hauling ashes; general teaming work about grounds.		
<b>4—FARM OPERATION</b>		
Farmer . . . . .	1	600
In charge of farm operation.		
Teamster @ \$420 . . . . .	3	1,260
Care of farm teams; hauling and general farm and dairy work.		
<b>5—INDUSTRIAL SERVICE</b>		
Dressmaker . . . . .	1	240
In charge of dressmaking and clothing for girl inmates.		
Seamstress @ \$216 to \$240 . . . . .	5	1,152
General repairing and sewing-room work		
Shoemaker . . . . .	1	480
In charge of shoe shop; making and repairing shoes.		
Tailoress . . . . .	1	360
In charge of tailor shop and clothing for boy inmates.		

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>SYRACUSE STATE INSTITUTION FOR FEEBLE-MINDED CHILDREN</b>		
<b>6—Engineer's Department</b>		
Engineer (6th Grade).....	1	\$1,000
Assistant Engineer (5th Grade)..... In charge of boiler and engine room; repairing of mechanical and electric equipment.	1	780
Fireman @ \$540.....	2	1,080
Fireman @ \$480..... Firing boilers and caring for heating and power equipment.	2	960
Carpenter @ \$540.....	2	1,080
Painter..... General repairing and maintenance of buildings and sundry equipment.	1	480
<b>7—Education Department</b>		
Head Teacher (3rd Grade).....	1	600
Head Teacher (2nd Grade) @ \$420..... In charge of teachers and class rooms.	2	840
Teacher @ \$420 to \$540..... Teaching kindergarten and primary classes; also music, drawing and domestic science.	7	3,420
Instructor (3rd Grade)...	1	600
Instructor (2nd Grade)..... In charge of band and teacher of Sloyd work and cabinet making.	1	480

**CRAIG COLONY FOR EPILEPTICS (SONYEA)**

Established by chapter 546, Laws of 1896, to secure the humane, curative, scientific and economical cure and treatment of epileptics, exclusive of insane epileptics.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—General Administration .....	7	.....
2—Administration .....	13	\$10,876
3—Medical Department .....	22	17,428
4—Department of Supervision .....	146	50,370
5—Steward's Department .....	48	29,460
6—Engineering Department .....	11	7,152
7—Religious Department .....	3	2,616
8—Education Department .....	5	3,360
Total on annual pay-roll basis .....	248	*\$121,262

\* In addition to the amounts of salaries and wages, employees receive maintenance (subsistence and lodging) or in lieu thereof are paid a commutation at the rate of \$16 per month.



DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>CRAIG COLONY FOR EPILEPTICS</b>		
1—General Administration.....	7	.....
2—Administration		
1—SUPERINTENDENT'S OFFICE.....	5	\$5,716
2—GENERAL OPERATING SERVICE.....	6	3,060
3—DIRECTION OF TRAINING SCHOOL FOR NURSES...	2	2,100
3—Medical Department.....	22	17,428
4—Department of Supervision		
1—OFFICE OF THE MATRON.....	1	900
2—CARE OF INMATES.....	99	33,300
3—FOOD SERVICE.....	31	11,610
4—LAUNDRY SERVICE.....	15	4,560
5—Steward's Department		
1—OFFICE OF THE STEWARD.....	1	1,800
2—GENERAL OPERATING SERVICE.....	10	7,260
3—BUILDING AND REPAIR SERVICE.....	9	5,940
4—GARDEN AND GROUNDS.....	3	1,620
5—FARM OPERATIONS.....	16	8,100
6—INDUSTRIAL OPERATIONS.....	9	4,740
6—Engineering Department.....	11	7,152
7—Religious Department.....	3	2,616
8—Education Department.....	5	3,360

# ORGANIZATION AND FUNCTIONS

477

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>CRAIG COLONY FOR EPILEPTICS</b>		
<b>1—General Administration</b>		
<b>Board of Managers</b> .....	7	.....
Article 4 of State Charities Law provides that boards of seven managers shall be appointed for each institution by the Governor by and with the advice and consent of the Senate. The term of office is seven years. Managers serve without compensation, but are entitled to actual and necessary traveling expenses. The boards shall hold monthly meetings, visit and inspect the institutions and report to the Governor.		
<b>2—Administration</b>		
<b>1—SUPERINTENDENT'S OFFICE</b>		
Medical Superintendent (12th Grade).....	1	\$4,000
General executive duties; in charge of institution and inmates.		
Stenographer (3d Grade).....	1	600
Superintendent's dictation and in charge of files and correspondence.		
Coachman.....	1	480
Drives and cares for superintendent's team.		
Waitress.....	1	216
Domestic service at superintendent's residence.		
Cook (1st Grade).....	1	420
Domestic service at superintendent's house.		
<b>2—GENERAL OPERATING SERVICE</b>		
Watchman @ \$600.....	4	2,400
Policing and patrolling buildings and grounds; day and night service.		
Telephone Operator.....	1	360
Operates switchboard at night.		
Usher and Telephone Operator.....	1	300
Announces visitors, operates switchboard.		
<b>3—DIRECTION OF TRAINING SCHOOL FOR NURSES</b>		
Superintendent of Nurses (6th Grade).....	1	1,200
Assistant Superintendent of Nurses (5th Grade).....	1	900
Charge of training school for nurses.		
<b>3—Medical Department</b>		
First Assistant Physician (10th Grade).....	1	2,400
Assistant to superintendent in administration work; charge of hospital.		
Second Assistant Physician (9th Grade).....	1	1,900
In charge of Villa Flora group and Schuyler Infirmary.		
Third Assistant Physician (7th Grade).....	1	1,300
In charge of laboratory; assistant pathologist.		

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>CRAIG COLONY FOR EPILEPTICS</b>		
<b>3—Medical Department—Continued</b>		
Junior Assistant Physician.....	1	\$1,100
Junior Assistant Physician @ \$1,000.....	2	2,000
Junior Assistant Physician.....	1	900
Woman Physician.....	1	1,000
Medical supervision of inmates and control of employees assigned in charge of separate groups of hospital buildings.		
Visiting Ophthalmologist.....	1	300
Care of patients' eyes.		
Dentist (5th Grade).....	1	900
Care of patients' teeth.		
Pharmacist (5th Grade).....	1	900
In charge of pharmacy.		
Stenographer (3d Grade).....	1	600
Typewriting medical records and charge of card files of inmates.		
Chief Nurse (3d Grade).....	1	600
Charge of nurses in hospital.		
Nurse (2d Grade) @ \$480.....	6	2,880
Nursing care of patients.		
Waitress @ \$216.....	3	648
Domestic service at staff house, first assistant physician's residence.		
<b>4—Department of Supervision</b>		
<b>1—OFFICE OF THE MATRON</b>		
Matron (5th Grade).....	1	900
In general charge of households and kitchens; supervising domestic service.		
<b>2—CARE OF INMATES</b>		
Supervisor @ \$720.....	4	2,880
Supervisor @ \$600.....	3	1,800
Supervisor.....	1	480
In charge of attendants and nurses, supervise inmates in buildings and wards.		
Attendant @ \$360.....	20	7,200
Attendant @ \$300.....	35	10,500
Attendant @ \$240.....	25	6,000
Night Attendants @ \$420.....	6	2,520
Night Attendants @ \$360.....	4	1,440
Barber.....	1	480

# ORGANIZATION AND FUNCTIONS

479

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>CRAIG COLONY FOR EPILEPTICS</b>		
<b>4—Department of Supervision—Continued</b>		
<b>3—FOOD SERVICE</b>		
Head Cook..... Charge of inn kitchen for employees.	1	\$540
Head Cook.....	1	540
Head Cook..... Preparing and cooking food for inmates.	1	480
Cook (1st Grade) @ \$420.....	3	1,260
Cook (1st Grade)..... Preparing and cooking food for inmates.	1	360
Cottage Cook @ \$360.....	4	1,440
Cottage Cook @ \$330.....	7	2,310
Cottage Cook @ \$300..... In charge of kitchens in various buildings.	6	1,800
Assistant Cook @ \$300.....	4	1,200
Baker.....	1	720
Assistant Baker..... Charge of bake shop; making bread and pastry for the entire institution.	1	420
Butcher..... Charge of meat supplies.	1	540
<b>4—LAUNDRY SERVICE</b>		
Head Laundryman..... Charge of laundry.	1	600
Teamster..... Driving laundry wagon.	1	480
Launderer @ \$420.....	2	840
Laundress @ \$240..... General laundry work, running washers, extractors and ironers.	11	2,640
<b>5—Steward's Department</b>		
<b>1—OFFICE OF THE STEWARD</b>		
Steward (8th Grade)..... Purchases stores and supplies; has general oversight of business department and farm.	1	1,800
<b>2—GENERAL OPERATING SERVICE</b>		
Bookkeeper (6th Grade) @ \$1,200..... Assistant to steward in charge of general records, checking bills, vouchers and payrolls; charge of preparing all estimates; keeps clothing ledger and patients' reimbursing accounts.	2	2,400

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>CRAIG COLONY FOR EPILEPTICS</b>		
<b>5—Steward's Department</b>		
<b>2—GENERAL OPERATING SERVICE—Continued</b>		
Agent and Treasurer..... Charge of the finances and funds of the institution.	1	\$1,200
Storekeeper (4th Grade)..... General charge of stores, receiving and issuing stores and supplies.	1	720
Stenographer (3d Grade)..... Stenographic work in steward's office; typing reports and records.	1	600
Sewage Tender..... Charge of sewage disposal beds.	1	540
Teamster @ \$480..... Care of teams, driving delivery wagon, general hauling for the institutions.	3	1,440
Store Attendant..... Assists in store under direction of storekeeper.	1	360
<b>3—BUILDING AND REPAIR SERVICE</b>		
Head Carpenter.....	1	900
Carpenter.....	1	720
Mason.....	1	720
Mason.....	1	600
Plumber @ \$600 to \$720.....	2	1,320
Painter @ \$480 to \$600..... General mechanical work; making ordinary repairs to buildings and equipment.	2	1,080
Blacksmith..... General blacksmith and metal work.	1	600
<b>4—GARDEN AND GROUNDS</b>		
Florist and Gardener..... In charge of garden and greenhouses.	1	720
Teamster.....	1	480
Laborer..... General garden work and driving team.	1	420
<b>5—FARM OPERATIONS</b>		
Head Farmer.....	1	900
Farmer's Assistant..... In charge of farm work.	1	540
Teamster @ \$480.....	9	4,320
Laborers @ \$420..... Supervising work of inmates assigned to farm work; general care of teams and implements; under direction of head farmer.	3	1,260

# ORGANIZATION AND FUNCTIONS

481

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>CRAIG COLONY FOR EPILEPTICS</b>		
<b>5—Steward's Department</b>		
<b>5—FARM OPERATIONS—Continued</b>		
Dairyman.....	1	\$600
Teamster.....	1	480
In charge of dairy, milking cows, delivering milk, etc.		
<b>6—INDUSTRIAL OPERATIONS</b>		
Tailor.....	1	660
Making and repairing men's clothing.		
Shoemaker.....	1	600
Repairing shoes, making slippers.		
Mattressmaker.....	1	600
Making mattresses, brooms, etc.		
Brickmaker.....	1	900
Laborer @ \$420.....	2	840
Supervision of brickmaking by inmates.		
Laborer.....	1	420
Supervising work in printing office.		
Head Seamstress.....	1	420
Charge of sewing room and women's clothing industry.		
Seamstress.....	1	300
<b>6—Engineering Department</b>		
Engineer.....	1	1,200
Assistant Engineer.....	1	1,092
General charge of engineering and electrical department in powerhouse and at cottage.		
Firemen @ \$540.....	9	4,860
Firing boilers at powerhouse and assigned to care of steam plants at cottages.		
<b>7—Religious Department</b>		
Catholic Chaplain.....	1	1,200
Resident chaplain holding services Sunday and during week.		
Protestant Chaplain.....	1	1,200
Resident chaplain holding services Sunday and during week.		
Domestic.....	1	216
Charge of Catholic rectory household.		
<b>8—Education Department</b>		
Head Teacher (4th Grade).....	1	720
General charge of institutional schools.		

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>CRAIG COLONY FOR EPILEPTICS</b>		
<b>8—Education Department—Continued</b>		
Sloyd Instructor (4th Grade)..... Charge of Sloyd instruction.	1	\$720
Bandmaster (4th Grade)..... Charge of, and instructor of band and orchestra.	1	720
Teacher @ \$600 (3d Grade)..... Conduct classes for boys and girls in elementary subjects and Sloyd.	2	1,200

**HOSPITAL FOR CARE OF CRIPPLED AND DEFORMED CHILDREN (WEST HAVERSTRAW)**

Established by chapter 369, Laws of 1900, for the care and treatment of any indigent children who are deformed or are suffering from disease from which they are likely to become crippled or deformed.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—General Administration.....	7	.....
2—Administration.....	3	\$3,520
3—Medical Department.....	9	4,920
4—Department of Supervision.....	13	3,960
5—Steward's Department.....	10	5,256
6—Education Department.....	2	1,200
Total on annual pay-roll basis.....	37	*\$18,856

\* In addition to the amounts of salaries and wages, employees receive maintenance (subsistence and lodging) or in lieu thereof are paid a commutation at the rate of \$16 per month.

DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>HOSPITAL FOR CARE OF CRIPPLED AND DEFORMED CHILDREN</b>		
1—General Administration.....	7	.....
2—Administration.....	3	\$3,520
3—Medical Department		
1—OFFICE OF THE MEDICAL STAFF.....	1	1,200
2—CARE OF INMATES.....	8	3,720
4—Department of Supervision		
1—OFFICE OF THE MATRON.....	2	1,200
2—KITCHEN SERVICE.....	1	420
3—DOMESTIC SERVICE.....	7	1,560
4—LAUNDRY SERVICE.....	3	780
5—Steward's Department		
1—OFFICE OF THE STEWARD.....	1	1,200
2—GARDEN AND GROUNDS.....	7	3,240
3—INDUSTRIAL DEPARTMENT.....	1	216
4—ENGINEERING DEPARTMENT.....	1	600
6—Education Department.....	2	1,200



TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>HOSPITAL FOR CARE OF CRIPPLED AND DEFORMED CHILDREN</b>		
<b>1—General Administration</b>		
Board of Managers..... Article 4 of State Charities Law provides that boards of seven managers shall be appointed for each institution by the Governor by and with the advice and consent of the senate. The term of office is seven years. Managers serve without compensation, but are entitled to actual and necessary traveling expenses. The boards shall hold monthly meetings, visit and inspect the institutions and report to the Governor.	7	.....
<b>2—Administration</b>		
Superintendent and Surgeon-in-Chief (11th Grade)..... In charge of institution and inmates; performs operations, applies braces and such orthopedic treatment as patients require.	1	\$2,500
Stenographer (3rd Grade)..... In charge of correspondence and records.	1	600
Watchman (2nd Grade)..... Patrolling buildings and grounds at night.	1	420
<b>3—Medical Department</b>		
<b>1—OFFICE OF MEDICAL STAFF</b>		
Physician (6th Grade)..... Assisting superintendent and in charge of hospital.	1	1,200
<b>2—CARE OF INMATES</b>		
Chief Nurse (3rd Grade)..... Supervises work of nurses.	1	540
Nurse @ \$480.....	4	1,920
Nurse @ \$420..... Nursing care of inmates.	3	1,260
<b>4—Department of Supervision</b>		
<b>1—OFFICE OF THE MATRON</b>		
Matron (4th Grade).....	1	720
Matron (2nd Grade)..... Supervision of household.	1	480
<b>2—KITCHEN SERVICE</b>		
Cook..... Preparation and cooking of food for employees and inmates.	1	420
<b>3—DOMESTIC SERVICE</b>		
Domestic @ \$240.....	2	480
Domestic @ \$216..... Housework and cleaning.	5	1,080

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>HOSPITAL FOR CARE OF CRIPPLED AND DEFORMED CHILDREN</b>		
<b>4—Department of Supervision—Continued</b>		
<b>4—LAUNDRY SERVICE</b>		
Head Laundress.....	1	\$300
Laundress @ \$240.....	2	480
General laundry work.		
<b>5—Steward's Department</b>		
<b>1—OFFICE OF THE STEWARD</b>		
Steward (6th Grade).....	1	1,200
Purchasing and general oversight of business department.		
<b>2—GARDEN AND GROUNDS</b>		
Gardener.....	1	540
Laborer.....	1	600
Laborer @ \$420.....	5	2,100
Care of garden and grounds.		
<b>3—INDUSTRIAL DEPARTMENT</b>		
Seamstress.....	1	216
In charge of sewing for inmates.		
<b>4—ENGINEERING DEPARTMENT</b>		
Fireman.....	1	600
In charge of boiler and engine room.		
<b>6—Education Department</b>		
Teacher (4th Grade).....	1	660
Teacher (4th Grade).....	1	540
Conduct school work of institution.		

**SCHOOL FOR THE BLIND (BATAVIA)**

Established by chapter 563, Laws of 1895, to furnish the blind children the best known facilities for acquiring a thorough education, and train them in some useful profession or manual art, by means of which they may be enabled to contribute to their own support after leaving the institution.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—General Administration.....	7	.....
2—Administration.....	5	\$4,300
3—Education Department.....	19	14,550
4—Medical Department.....	3	760
5—Department of Supervision.....	28	8,244
6—Steward's Department.....	12	6,832
Total on annual pay-roll basis.....	67	*\$34,686

\* In addition to the amounts of salaries and wages, employees receive maintenance (subsistence and lodging) or in lieu thereof are paid a commutation at the rate of \$16 per month.

DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>SCHOOL FOR THE BLIND</b>		
1—General Administration.....	7	.....
2—Administration.....	5	\$4,300
3—Education Department.....	19	14,550
4—Medical Department.....	3	760
5—Department of Supervision		
1—OFFICE OF THE MATRON.....	6	2,400
2—KITCHEN SERVICE.....	4	1,572
3—DOMESTIC SERVICE.....	17	3,972
4—LAUNDRY SERVICE.....	1	300
6—Steward's Department		
1—OFFICE OF THE STEWARD.....	1	1,000
2—BUILDING AND REPAIR SERVICE.....	1	600
3—FARM AND GARDEN OPERATIONS.....	4	1,980
4—INDUSTRIAL OPERATIONS.....	1	432
5—ENGINEERING DEPARTMENT.....	5	2,820

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>SCHOOL FOR THE BLIND</b>		
<b>1—General Administration</b>		
Board of Managers.....	7	.....
Article 4 of State Charities Law provides that boards of seven managers shall be appointed for each institution by the Governor by and with the advice and consent of the Senate. The term of office is seven years. Managers serve without compensation, but are entitled to actual and necessary traveling expenses. The boards shall hold monthly meetings, visit and inspect the institutions and report to the Governor.		
<b>2—Administration</b>		
Superintendent (11th Grade).....	1	\$2,500
In charge of the institution and inmates.		
Stenographer (3d Grade).....	1	600
In charge of correspondence and official records of superintendent.		
Coachman.....	1	480
Driver of carriage for superintendent.		
Watchman (2d Grade).....	1	420
Patrolling institution buildings and grounds at night.		
Usher.....	1	300
Announces visitors and operates telephone.		
<b>3—Education Department</b>		
Head Teacher (6th Grade).....	1	1,200
In charge of all education work.		
Music Teacher (6th Grade).....	1	1,080
Tuning Teacher (6th Grade).....	1	1,080
Physical Instructor (5th Grade).....	1	840
Vocal Teacher (4th Grade).....	1	720
Instructor (Manual Training) (4th Grade).....	1	720
Music Teacher (4th Grade) @ \$720.....	3	2,160
Teacher (4th Grade) @ \$720.....	5	3,600
Teacher (4th Grade).....	1	690
Teacher (4th Grade).....	1	630
Teaching general subjects; assisting head teacher.		
Typewriting Teacher (4th Grade).....	1	630
Stereotype Teacher (3d Grade).....	1	600
Sewing Instructor (3d Grade).....	1	600
<b>4—Medical Department</b>		
Physician (1st Grade).....	1	300
Charge of hospital and inmates requiring medical attention.		
Dentist (1st Grade) @ \$30 per month (vacant).....	1	360
Care of teeth of inmates.		

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>SCHOOL FOR THE BLIND</b>		
<b>4—Medical Department—Continued</b>		
Optical Surgeon (1st Grade).....	1	\$100
Prescribes for and treats inmates as a surgeon of Optres.		
<b>5—Department of Supervision</b>		
<b>1—OFFICE OF THE MATRON</b>		
Matron (3d Grade).....	1	600
General charge of household and supervision of domestic service.		
Assistant Matron (2d Grade) @ \$420.....	2	840
Assistant Matron (1st Grade).....	1	360
Assistant Matron (1st Grade) @ \$300.....	2	600
<b>2—KITCHEN SERVICE</b>		
Cook.....	1	420
Cook.....	1	312
Baker.....	1	480
Preparing, cooking and baking food for employees and inmates.		
Laborer.....	1	360
<b>3—DOMESTIC SERVICE</b>		
Housekeeper.....	1	300
Assists matron in housework.		
Domestic @ \$240.....	9	2,160
Domestic @ \$216.....	7	1,512
General household domestic duties; cleaning and waiting.		
<b>4—LAUNDRY SERVICE</b>		
Head Laundress.....	1	300
In charge of all laundry work. Supervision of temporary employees and inmates working in laundry.		
<b>6—Steward's Department</b>		
<b>1—OFFICE OF THE STEWARD</b>		
Steward (6th Grade).....	1	1,000
Purchasing and general oversight of business department of institution.		
<b>2—BUILDING AND REPAIR SERVICE</b>		
Carpenter.....	1	600
In charge of repair work.		

# ORGANIZATION AND FUNCTIONS

489

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>SCHOOL FOR THE BLIND.</b>		
<b>6—Steward's Department—Continued</b>		
<b>3—FARM AND GARDEN OPERATIONS</b>		
Farmer..... General operation of farm, assists gardener; care of grounds.	1	\$600
Gardener..... In charge of garden and grounds.	1	600
Laborer.....	1	420
Laborer.....	1	360
<b>4—INDUSTRIAL OPERATIONS</b>		
Dressmaker..... General sewing and dressmaking.	1	432
<b>5—ENGINEERING DEPARTMENT</b>		
Engineer (5th Grade)..... Care of boiler and engine room, electrical equipment, etc.	1	900
Firemen @ \$540.....	2	1,080
Firemen @ \$420.....	2	840

# HOSPITAL FOR TREATMENT OF INCIPIENT PULMONARY TUBERCULOSIS (RAYBROOK)

Established by chapter 416, Laws of 1900, for the treatment of incipient tuberculosis.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—General Administration.....	8	.....
2—Administration.....	4	\$4,940
3—Medical Department.....	18	11,360
4—Department of Supervision.....	63	17,568
5—Steward's Department.....	14	7,100
6—Engineering.....	9	4,800
Total on annual pay-roll basis.....	108	*\$45,768

\* In addition to the amounts of salaries and wages, employees receive maintenance (subsistence and lodging) or in lieu thereof are paid a commutation at the rate of \$16 per month.

DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>HOSPITAL FOR TREATMENT OF INCIPIENT PULMONARY TUBERCULOSIS (RAYBROOK)</b>		
1—General Administration.....	8	.....
2—Administration.....	4	\$4,940
3—Medical Department		
1—OFFICE OF MEDICAL STAFF.....	4	4,220
2—CARE OF INMATES.....	14	7,140
4—Department of Supervision		
1—OFFICE OF THE MATRON.....	2	1,380
2—KITCHEN SERVICE.....	7	3,420
3—DOMESTIC SERVICE.....	47	10,788
4—LAUNDRY SERVICE.....	7	1,980
5—Steward's Department		
1—OFFICE OF THE STEWARD.....	1	1,400
2—GENERAL OPERATING SERVICE.....	2	1,380
3—BUILDING AND REPAIR SERVICE.....	1	600
4—FARM OPERATIONS.....	9	3,420
5—INDUSTRIAL OPERATIONS.....	1	300
6—ENGINEERING DEPARTMENT.....	9	4,800

# ORGANIZATION AND FUNCTIONS

491

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>HOSPITAL FOR TREATMENT OF INCIPIENT PULMONARY TUBERCULOSIS</b>		
<b>1—General Administration</b>		
Board of Managers.....	7	.....
Article 4 of State Charities Law provides that boards of seven managers shall be appointed for each institution by the Governor by and with the advice and consent of the senate. The term of office is seven years. Managers serve without compensation, but are entitled to actual and necessary traveling expenses. The boards shall hold monthly meetings, visit and inspect the institutions and report to the Governor.		
Treasurer.....	1	.....
<b>2—Administration</b>		
Superintendent (12th Grade).....	1	\$3,500
In charge of institution and inmates.		
Stenographer (3rd Grade).....	1	600
Dictation and correspondence; general office work.		
Coachman.....	1	420
Care of carriages, horses and barn; coachman for superintendent.		
Watchman.....	1	420
In charge of buildings and grounds at night.		
<b>3—Medical Department</b>		
<b>1—OFFICE OF MEDICAL STAFF</b>		
First Assistant Physician (8th Grade).....	1	1,800
Assistant to superintendent in administration work, and charge of hospital.		
Second Assistant Physician (6th Grade).....	1	1,000
Third Assistant Physician (6th Grade).....	1	1,000
General medical care of inmates.		
Laboratory Laborer.....	1	420
General laboratory work.		
<b>2—CARE OF INMATES</b>		
Nurse.....	1	600
Nurse @ \$570.....	2	1,140
Nurse @ \$540.....	2	1,080
Nurse @ \$480.....	9	4,320
Nursing care of inmates.		
<b>4—Department of Supervision</b>		
<b>1—OFFICE OF THE MATRON</b>		
Matron (6th Grade).....	1	1,020
Assistant Matron.....	1	360
General charge of household.		



TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>HOSPITAL FOR TREATMENT OF INCIPIENT PULMONARY TUBERCULOSIS</b>		
<b>4—Department of Supervision—Continued</b>		
<b>2—KITCHEN SERVICE</b>		
Cook.....	1	\$900
First Assistant Cook.....	1	480
Assistant Cook @ \$360.....	3	1,080
Preparing and cooking food for employees and inmates.		
Laborer.....	1	360
General kitchen work.		
Baker.....	1	600
In charge of baking.		
<b>3—DOMESTIC SERVICE</b>		
Domestic @ \$216.....	9	1,944
Domestic @ \$240.....	6	1,440
General household and domestic service.		
Head Waitress.....	1	300
Waitress @ \$240.....	17	4,080
Waitress @ \$216.....	14	3,024
Serving food in dining-rooms; care of dining-room equipment.		
<b>4—LAUNDRY SERVICE</b>		
Launderer.....	1	480
Laundress @ \$240.....	5	1,200
Laborer.....	1	300
Operation of laundry department.		
<b>5—Steward's Department</b>		
<b>1—OFFICE OF THE STEWARD</b>		
Steward (7th Grade).....	1	1,400
Purchasing and general oversight of business department.		
<b>2—GENERAL OPERATING SERVICE</b>		
Stenographer and Bookkeeper (3rd Grade).....	1	600
Charge of books and records; checking bills, vouchers and pay-rolls; general office correspondence.		
Storekeeper and Bookkeeper (5th Grade).....	1	780
General charge of storeroom; issuing and receiving all goods and supplies and keeping record of same.		
<b>3—BUILDING AND REPAIR SERVICE</b>		
Carpenter.....	1	600
In charge of carpenter and repair work.		

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>HOSPITAL FOR TREATMENT OF INCIPIENT PULMONARY TUBERCULOSIS</b>		
<b>5—Steward's Department—<i>Continued</i></b>		
<b>4—FARM OPERATIONS</b>		
Laborers @ \$420.....	3	\$1,260
Laborers @ \$360.....	6	2,160
General farm work		
<b>5—INDUSTRIAL DEPARTMENT</b>		
Seamstress.....	1	300
In charge of sewing room.		
<b>6—ENGINEERING DEPARTMENT</b>		
Engineer and Electrician (6th Grade).....	1	1,020
In charge of boiler and engine room and electrical work		
Fireman.....	1	540
Fireman @ \$480.....	6	2,880
Firing boilers.		
Laborer.....	1	360
Hauls coal and ashes.		



**CARE OF DELINQUENTS, DEFECTIVES AND DEPENDENTS—*Continued***  
**HOMES AND SCHOOL FOR DEFENDENTS**

Soldiers' and Sailors' Home (Bath)  
Woman's Relief Corps Home (Oxford)  
Thomas Indian School (Iroquois)

[495]

1. The first part of the report is a general introduction to the project.

2. The second part is a description of the methodology used.

3. The third part is a description of the results.

4. The fourth part is a discussion of the results.

5. The fifth part is a conclusion.

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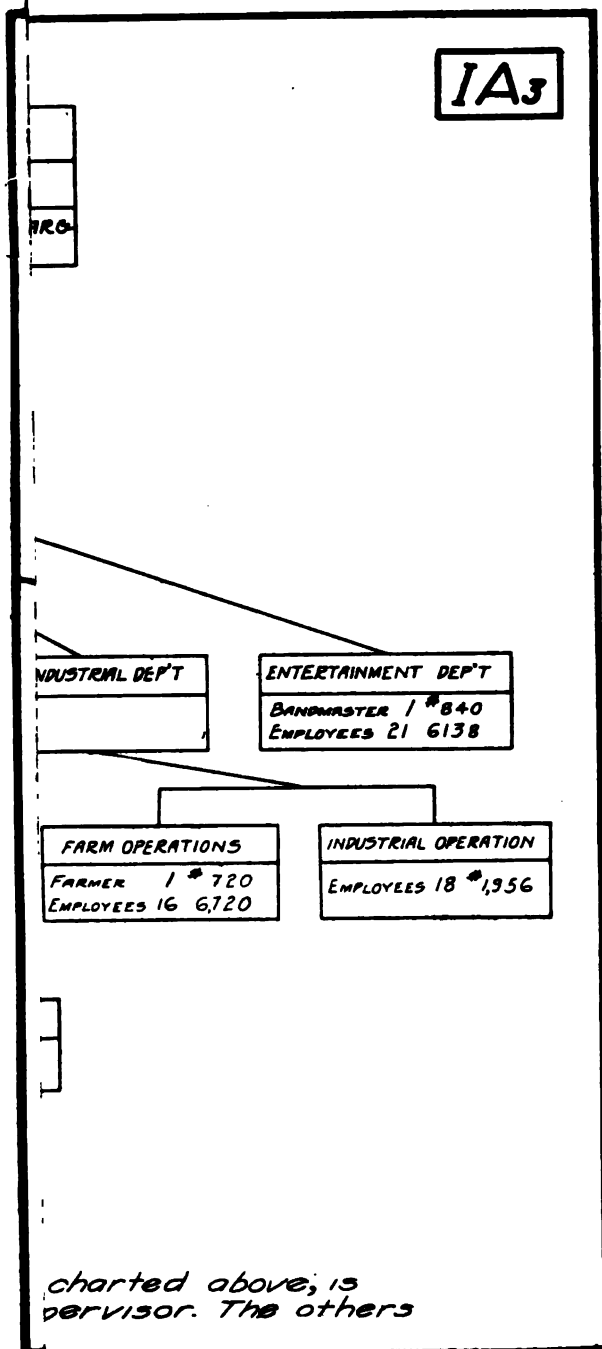
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**SOLDIERS AND SAILORS' HOME (BATH)**

Established by chapter 223 of the Laws of 1863, as the "Soldiers Home;" name changed by chapter 48, Laws of 1878. The object of the home is the reception, care and maintenance of any honorably discharged soldier or sailor who served in the army or navy of the United States during the late rebellion, who enlisted from the State of New York, or who shall have been a resident of the State for one year preceding his application for admission, and who shall need the aid and benefit of such home in consequence of physical disability or other cause within the scope of the regulations of the board of trustees.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—General Administration.....	10	.....
2—Executive Department.....	1	\$250
3—Medical Department.....	11	8,116
4—Religious Department.....	81	31,502
5—Quartermaster's Department.....	11	2,904
6—Department of Police and Patrol Service.....	239	56,282
7—Farm and Industrial Department.....	24	2,556
8—Department of Recreation and Entertainment.....	35	9,396
	22	6,978
Total on annual pay-roll basis.....	*424	†\$117,984

\* A large number of the positions shown are filled by the inmates of the institution.  
† In addition to the amounts of salaries and wages employees receive maintenance (subsistence and lodging) or in lieu thereof are paid a commutation at the rate of \$16 per month.



DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>NEW YORK STATE SOLDIERS AND SAILORS' HOME (BATH)</b>		
1—General Administration.....	{ 10 1	..... \$250
2—Executive Department.....	11	8,116
3—Medical Department		
1—GENERAL MEDICAL SERVICE.....	5	5,900
2—HOSPITAL SERVICE.....	76	25,602
4—Religious Department.....	11	2,904
5—Quartermaster's Department		
1—SUPERVISION.....	17	9,264
2—STOREROOM SERVICE.....	10	2,580
3—FLOOR SERVICE.....	45	4,860
4—KITCHEN AND DINING ROOM SERVICE		
1—Mess Hall.....	78	12,156
2—Hospital.....	17	3,984
5—BAKERY SERVICE.....	6	1,470
6—LAUNDRY SERVICE.....	9	1,440
7—ENGINEERING AND CONSTRUCTION SERVICE.....	35	14,456
8—GARDEN AND GROUNDS SERVICE.....	22	6,072
6—Police and Patrol Service		
1—POLICE SERVICE.....	21	2,148
2—PATROL SERVICE.....	3	408
7—Farm and Industrial Department		
1—FARM OPERATION.....	17	7,440
2—INDUSTRIAL OPERATION.....	18	1,956
8—Recreation and Entertainment Department.....	22	6,978

# ORGANIZATION AND FUNCTIONS

499

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>NEW YORK STATE SOLDIERS AND SAILORS' HOME, (BATH)</b>		
<b>1—General Administration</b>		
Board of Trustees..... The Board of Trustees is appointed by the Governor, by and with the advice and consent of the Senate, to serve for a term of seven years, without compensation. The Board is composed of seven members exclusive of the Governor, the Attorney-General and the Commander of the Department of New York, Grand Army of the Republic, who are ex-officio members.	10	.....
Secretary*.....	1	\$250
<b>2—Executive Department</b>		
Commandant..... Charge of accounts; general supervision of the institution.	1	3,500
Adjutant..... Charge of records.	1	1,500
Agent—Eastern.....	1	200
Agent—Rochester.....	1	60
Agent—Buffalo..... Examines papers of applicants and issues transportation.	1	60
Stenographer (3d Grade) @ \$600..... Dictation, correspondence, typing and general office work.	3	1,800
Coachman..... For Commandant.	1	480
Cook..... Assistant Commandant's residence.	1	420
Janitor..... Executive offices.	1	96
<b>3—Medical Department</b>		
<b>1—GENERAL MEDICAL SERVICE</b>		
Physician (10th Grade).....	1	2,300
Assistant Physician @ \$1,200 (6th Grade).....	2	2,400
Optical Surgeon.....	1	300
Pharmacist (5th Grade).....	1	900
<b>2—HOSPITAL SERVICE</b>		
Chief Nurse (4th Grade).....	1	720
Matron (2d Grade).....	1	480
Domestic.....	1	216
Nurses (2d Grade) @ \$480.....	16	7,680

\*The secretary is a member of the board of trustees.

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>NEW YORK STATE SOLDIERS AND SAILORS' HOME, (BATH)</b>		
<b>3—Medical Department</b>		
<b>2—HOSPITAL SERVICE—Continued</b>		
Attendants @ \$360.....	19	\$6,840
Attendants @ \$300.....	29	8,700
Hospital Sergeant.....	1	180
Clerk.....	1	120
Barber.....	1	180
Janitor.....	1	96
Janitor @ \$72.....	2	144
Wound Dresser.....	1	72
Bath Attendant.....	1	84
Orderly.....	1	90
<b>4—Religious Department</b>		
Chaplain @ \$1,200.....	2	2,400
Organist @ \$60.....	2	120
Chapel Assistant.....	1	96
Choir Musician @ \$24.....	3	72
Firing Squad @ \$72.....	3	216
<b>5—Quartermaster's Department</b>		
<b>1—SUPERVISION</b>		
Quartermaster (8th Grade).....	1	1,800
Purchasing agent, charge of general financial and maintenance accounts.		
Assistant Quartermaster (6th Grade).....	1	1,200
Inspector (6th Grade).....	1	1,200
Bookkeeper (7th Grade).....	1	1,500
Cashier (Exempt).....	1	1,500
Clerk and Cashier.....	1	240
Sergeant Major.....	1	300
Clerk @ \$240.....	2	480
Clerk @ \$180.....	2	360
Mail Clerk and Phone Operator.....	1	180
Mail Carrier.....	1	120
Orderly.....	1	120
Orderly @ \$84.....	2	168
Quartermaster's Hostler.....	1	96
<b>2—STOREROOM SERVICE</b>		
Storekeeper (4th Grade).....	1	720
Custody of goods and supplies, issues supplies upon requisition.		
Commissary Sergeant.....	1	240
Helper @ \$96 to \$120.....	2	216

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>NEW YORK STATE SOLDIERS AND SAILORS' HOME, (BATH)</b>		
<b>5—Quartermaster's Department</b>		
<b>2—STOREROOM SERVICE—Continued</b>		
Vegetable Cellarman @ \$96 to \$132.....	3	\$348
Meatcutter.....	1	480
Teamster.....	1	480
Cartman.....	1	96
<b>3—FLOOR SERVICE</b>		
Captain @ \$180.....	7	1,260
Charge and command of companies, responsible for discipline and good order.		
Sergeant @ \$96.....	7	672
Corporal @ \$96.....	19	1,824
Bath Caretaker.....	1	96
Closet Caretaker.....	1	72
Halls and Ward Caretakers @ \$84.....	5	420
Janitor.....	1	96
Clerk.....	1	96
Cottage Caretakers @ \$108.....	3	324
<b>4—KITCHEN AND DINING ROOM SERVICE</b>		
<b>1—Mess Hall</b>		
Chef (5th Grade).....	1	900
Cook.....	1	420
Assistant Cook @ \$420.....	7	2,940
Superintendent (5th Grade).....	1	780
Assistant Cook @ \$120.....	4	480
Foreman of Dining Room.....	1	144
Assistant Foreman of Dining Room.....	1	96
Pantryman @ \$96 to \$132.....	4	444
Dishwashers @ \$120.....	6	720
Waiter @ \$96.....	44	4,224
Food Cartmen @ \$120.....	7	840
Assistant Cook.....	*	96
Swillhouse caretaker.....	1	72
<b>2—Hospital</b>		
Cook.....	1	720
Assistant Cook @ \$420.....	4	1,680
Waitress @ \$240.....	3	720
Dishwasher @ \$96.....	4	384
Kitchen Assistant @ \$96.....	5	480

\* Also appears as choir musician.

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>NEW YORK STATE SOLDIERS AND SAILORS' HOME, (BATH)</b>		
<b>5—Quartermaster's Department—<i>Continued</i></b>		
<b>5—BAKERY SERVICE</b>		
Baker (Head Baker).....	1	\$720
Baker @ \$150.....	5	750
<b>6—LAUNDRY SERVICE</b>		
Head Laundryman.....	1	480
Laundress.....	1	240
Foreman.....	1	144
Laundryman @ \$96.....	6	576
<b>7—ENGINEERING AND CONSTRUCTION SERVICE</b>		
Engineer (7th Grade).....	1	1,400
Charge of steam and electrical plant, water supply and sewage system.		
Assistant Electrical Engineer (5th Grade).....	1	780
Steamfitter @ \$900.....	2	1,800
Master Mechanic and Carpenter (5th Grade).....	1	900
Carpenter.....	1	600
Fireman @ \$540.....	6	3,240
Coal Passer @ \$420.....	3	1,260
Electrical Operator and tender @ \$420.....	2	840
Blacksmith.....	1	420
Laborer @ \$420.....	4	1,680
Sewerhouse tender.....	1	180
Engine tender @ \$120.....	5	600
Wiper.....	1	120
Clerk.....	1	96
Carpenter (Laborer) @ \$108.....	2	216
Tinsmith.....	1	108
Painter @ \$108.....	2	216
<b>8—GARDEN AND GROUNDS SERVICE</b>		
Foreman of Greenhouse (5th Grade).....	1	900
Foreman.....	1	120
Laborer @ \$420.....	6	2,520
Teamster @ \$480.....	3	1,440
Cartman.....	1	108
Laborer @ \$108.....	2	216
Laborer @ \$96.....	8	768
<b>6—Department of Police and Patrol Service</b>		
<b>1—POLICE SERVICE</b>		
Captain.....	1	180
Head of police department, charge of the police force.		
Sergeant.....	1	144

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>NEW YORK STATE SOLDIERS AND SAILORS' HOME, (BATH)</b>		
<b>6—Department of Police and Patrol Service</b>		
1—POLICE SERVICE — <i>Continued</i>		
Corporal.....	1	\$96
Policeman @ \$96.....	18	1,728
2—PATROL SERVICE		
Watchman @ \$144.....	2	288
Nightwatchman.....	1	120
<b>7—Farm and Industrial Department</b>		
1—FARM OPERATION		
Farmer.....	1	720
Charge of the farming operations.		
Laborer @ \$420.....	11	4,620
Teamster (Farm) @ \$480.....	3	1,440
Gardener (Noncompetitive).....	1	540
Caretaker of Barn and Horses.....	1	120
2—INDUSTRIAL OPERATION		
Seamstress (Laborer).....	1	240
Grease-man (Laborer).....	1	144
Keeper of Second-Hand Store.....	1	144
Assistant Keeper, Second-Hand Store.....	1	84
Tailor, Foreman.....	1	120
Tailor.....	1	96
Tailor @ \$84.....	4	336
Shoemaker.....	1	108
Shoemaker @ \$84.....	2	168
Barber (Laborer).....	1	60
Laborer.....	1	96
Soapmaker.....	1	144
Mattressmaker @ \$108.....	2	216
<b>8—Recreation and Entertainment Department</b>		
Bandmaster (5th Grade).....	1	840
Musician (Noncompetitive).....	1	600
Musician (Noncompetitive).....	1	396
Musician @ \$336.....	6	2,016
Musician @ \$312.....	4	1,248
Musician @ \$300.....	2	600
Musician.....	1	240
Musician.....	1	420
Reader @ \$96 (Laborer).....	2	192
Librarian.....	1	150
Assistant Librarian.....	1	96
Janitor.....	1	180

## WOMEN'S RELIEF CORPS HOME (OXFORD)

Established by chapter 47 of the Laws of 1897, to provide a home for aged, dependent veterans and their wives, veterans' mothers, widows, and for army nurses, residents of the State of New York.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—General Administration.....	7	.....
2—Administration.....	4	\$3,940
3—Medical Department.....	2	1,980
4—Department of Supervision.....	37	11,232
5—Steward's Department.....	2	1,200
6—Farm Department.....	4	2,220
7—Engineering Department.....	6	3,340
Total on annual payroll basis.....	55	*\$23,912

\* In addition to the amounts of salaries and wages, employees receive maintenance (subsistence and lodging) or in lieu thereof are paid a commutation at the rate of \$16 per month.

DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>WOMEN'S RELIEF CORPS HOME</b>		
1—General Administration.....	7	.....
2—Administration.....	4	\$3,940
3—Medical Department.....	2	1,980
4—Department of Supervision		
1—OFFICE OF THE MATRON.....	1	600
2—CARE OF INMATES.....	11	3,960
3—FOOD SERVICE.....	5	1,920
4—DOMESTIC SERVICE.....	15	3,576
5—LAUNDRY SERVICE.....	5	1,176
5—Steward's Department.....	2	1,200
6—Farm Department.....	4	2,220
7—Engineering Department.....	6	3,340

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>WOMEN'S RELIEF CORPS HOME</b>		
<b>1—General Administration</b>		
Board of Managers.....	7	.....
Article 4 of State Charities Law provides that boards of seven managers shall be appointed for each institution by the Governor by and with the advice and consent of the senate. The term of office is seven years. Managers serve without compensation, but are entitled to actual and necessary traveling expenses. The boards shall hold monthly meetings, visit and inspect the institutions and report to the Governor.		
<b>2—Administration</b>		
Superintendent and Steward (Exempt).....	1	\$2,500
In charge of institution, inmates, purchasing and business department.		
Stenographer (Exempt).....	1	540
In charge of all correspondence.		
Coachman.....	1	480
Take care of carriage, driving of same, horses and barn.		
Watchman (Exempt).....	1	420
In charge of buildings and grounds at night.		
<b>3—Medical Department</b>		
Physician (7th Grade).....	1	1,500
Assists superintendent and in charge of hospital.		
Night Nurse.....	1	480
Nursing care of inmates.		
<b>4—Department of Supervision</b>		
<b>1—OFFICE OF THE MATRON</b>		
Hospital Matron (Exempt).....	1	600
General charge of hospital as matron.		
<b>2—CARE OF INMATES</b>		
Hospital Attendant @ \$360.....	11	3,960
Care of inmates in hospital.		
<b>3—KITCHEN SERVICE</b>		
Cook.....	1	600
Assistant Cook @ \$300.....	2	600
Laborer.....	1	420
Laborer.....	1	300
Preparation, care and cooking of food for employees and inmates.		
<b>4—DOMESTIC SERVICE</b>		
Housekeeper (Exempt).....	1	480
In charge of all housework; supervises domestics.		
Domestic @ \$240.....	3	720
Domestic @ \$216.....	11	2,376
General housework.		



TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>WOMEN'S RELIEF CORPS HOME</b>		
<b>4—Department of Supervision—Continued</b>		
<b>5—LAUNDRY SERVICE</b>		
Head Laundress.....	1	\$360
Assistant Laundress @ \$216.....	3	648
Assistant Laundress.....	1	169
General laundry work.		
<b>5—Steward's Department</b>		
Bookkeeper, Cashier and Stenographer.....	1	720
Charge of bookkeeping and acts as stenographer.		
Storekeeper (2d Grade).....	1	480
General charge of storeroom; issuing and receiving stores and supplies; keeps record of same.		
<b>6—Farm Department</b>		
Farmer.....	1	900
In charge of farm operations		
Laborer @ \$420.....	2	840
Teamster.....	1	480
General work on farm and in dairy; driving teams.		
Temporary Employees.....		
<b>7—Engineering Department</b>		
Engineer and Electrician (6th Grade).....	1	1,000
Assistant Engineer and Electrician (3d Grade) @ \$600.....	2	1,200
In charge of engine and boiler room; repairs to machinery and equipment.		
Fireman @ \$270.....	2	540
Fire boilers.		
Carpenter and general repairer.....	1	600
In charge of general repairs to buildings and equipment.		

THOMAS INDIAN SCHOOL (IROQUOIS)

Established by chapter 67, Laws of 1905, to receive destitute and orphan Indian children, and furnish them care, moral training and education and instruction in husbandry and arts of civilization.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—General Administration.....	7	.....
2—Administration.....	3	\$2,900
3—Medical Department.....	2	880
4—Department of Supervision.....	17	5,276
5—Steward's Department.....	13	8,040
6—Education Department.....	11	6,000
Total on annual pay=roll basis.....	46	*\$23,096

\* In addition to the amounts of salaries and wages, employees receive maintenance (subsistence and lodging) or in lieu thereof are paid a commutation at the rate of \$16 per month.

DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>THOMAS INDIAN SCHOOL</b>		
1—General Administration.....	7	.....
2—Administration.....	3	\$2,900
3—Medical Department.....	2	880
4—Department of Supervision		
1—OFFICE OF THE MATRON.....	1	800
2—CARE OF INMATES.....	11	3,086
3—DOMESTIC AND KITCHEN SERVICE.....	4	1,080
4—LAUNDRY SERVICE.....	1	300
5—Steward's Department		
1—OFFICE OF THE STEWARD.....	3	1,980
2—ENGINEERING DEPARTMENT.....	5	3,540
3—FARM OPERATIONS.....	5	2,520
6—Education Department.....	11	6,000

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>THOMAS INDIAN SCHOOL</b>		
<b>1—General Administration</b>		
Board of Managers.....	7	.....
Article 4 of State Charities Law provides that boards of seven managers shall be appointed for each institution by the Governor by and with the advice and consent of the senate. The term of office is seven years. Managers serve without compensation, but are entitled to actual and necessary traveling expenses. The boards shall hold monthly meetings, visit and inspect the institutions and report to the Governor.		
<b>2—Administration</b>		
Superintendent (9th Grade).....	1	\$2,000
General charge of institution.		
Coachman.....	1	480
Receives inmates at station; carries mail, etc.		
Night Watchman.....	1	420
Patrolling institution and grounds at night.		
<b>3—Medical Department</b>		
Physician (2d Grade).....	1	400
General medical care of inmates.		
Nurse (2d Grade).....	1	480
Care of ill inmates in hospital and dormitories.		
<b>4—Department of Supervision</b>		
<b>1—OFFICE OF THE MATRON</b>		
Matron (5th Grade).....	1	800
In charge of cottages; supervises general condition of buildings and household equipment.		
<b>2—CARE OF INMATES</b>		
Supervisor.....	1	480
General supervision over attendants and inmates.		
Assistant Matron.....	1	420
Assisting supervisor and matron.		
Attendant @ \$240.....	7	1,680
Attendant.....	1	216
Attendant.....	1	300
Care and control of inmates.		
<b>3—DOMESTIC AND KITCHEN SERVICE</b>		
Housekeeper @ \$300.....	2	600
Supervises kitchens and dining rooms.		
Cook.....	1	240
Assistant Cook.....	1	240
Preparing and cooking food for inmates and employees.		

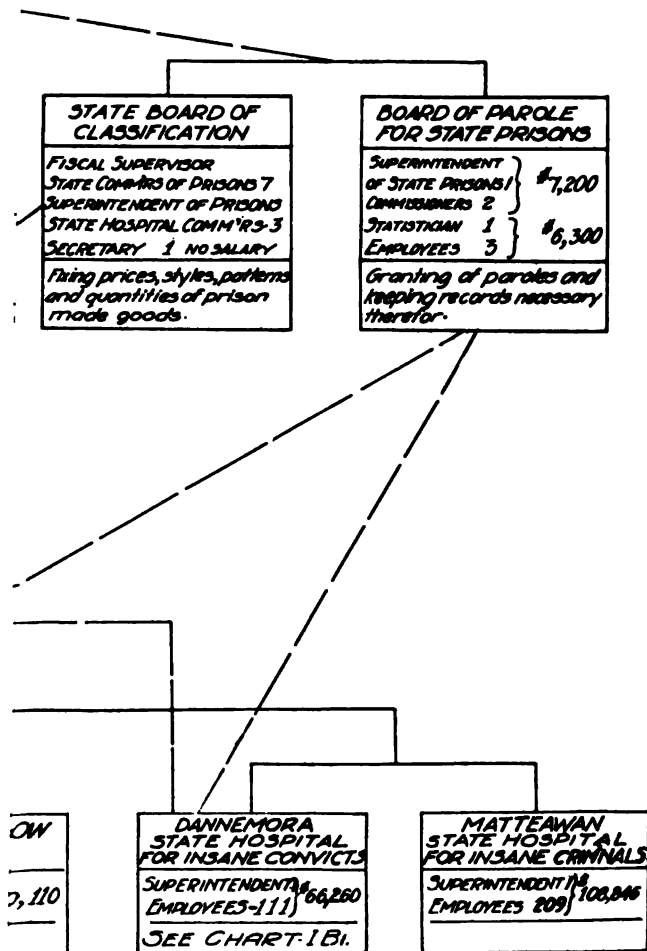
# ORGANIZATION AND FUNCTIONS

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TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>THOMAS INDIAN SCHOOL</b>		
<b>4—Department of Supervision—Continued</b>		
<b>4—LAUNDRY SERVICE</b>		
Head Laundress . . . . .	1	\$300
Taker charge of laundry work; supervises inmates assigned thereto.		
<b>5—Steward's Department</b>		
<b>1—OFFICE OF THE STEWARD</b>		
Steward (5th Grade) . . . . .	1	900
In charge of purchase, receipt and use of supplies and stores.		
Bookkeeper (2d Grade) . . . . .	1	480
Keeps books and payrolls; records of maintenance and finances.		
Bookkeeper and Stenographer (3d Grade) . . . . .	1	600
Dictation and correspondence; assists in office work.		
<b>2—ENGINEERING DEPARTMENT</b>		
Engineer and Electrician (6th Grade) . . . . .	1	1,020
Assistant Engineer and Electrician (4th Grade) . . . . .	1	720
In charge of boiler and engine room; repairing mechanical and electrical equipment.		
Fireman . . . . .	1	540
Firing boilers.		
Laborer . . . . .	1	420
Hauling coal and ashes.		
Mason and General Repairer . . . . .	1	840
General repairing of building and equipment.		
<b>3—FARM OPERATIONS</b>		
Farmer . . . . .	1	720
In charge of farm and garden.		
Laborer @ \$420 . . . . .	2	840
General farm and dairy work.		
Teamster @ \$480 . . . . .	2	960
Care of farm teams and general hauling.		
<b>6—Education Department</b>		
Head Teacher (6th Grade) . . . . .	1	1,200
Principal of school; receives and examines all pupils.		
Teacher (4th Grade) . . . . .	1	720
Teacher (3d Grade) . . . . .	1	600
Teacher (3d Grade) . . . . .	1	540
Teacher (2d Grade) @ \$480 . . . . .	2	960
Instruction in elementary grades as directed by head teacher.		

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>THOMAS INDIAN SCHOOL</b>		
<b>6—Education Department—<i>Continued</i></b>		
Kindergarten (4th Grade)..... In charge of kindergarten grade.	1	\$720
Music Teacher (2d Grade)..... In charge of music instruction.	1	480
Instructor in Carpentry (2d Grade)..... In charge of carpentry classes.	1	300
Seamstress @ \$240..... In charge of sewing classes.	2	480

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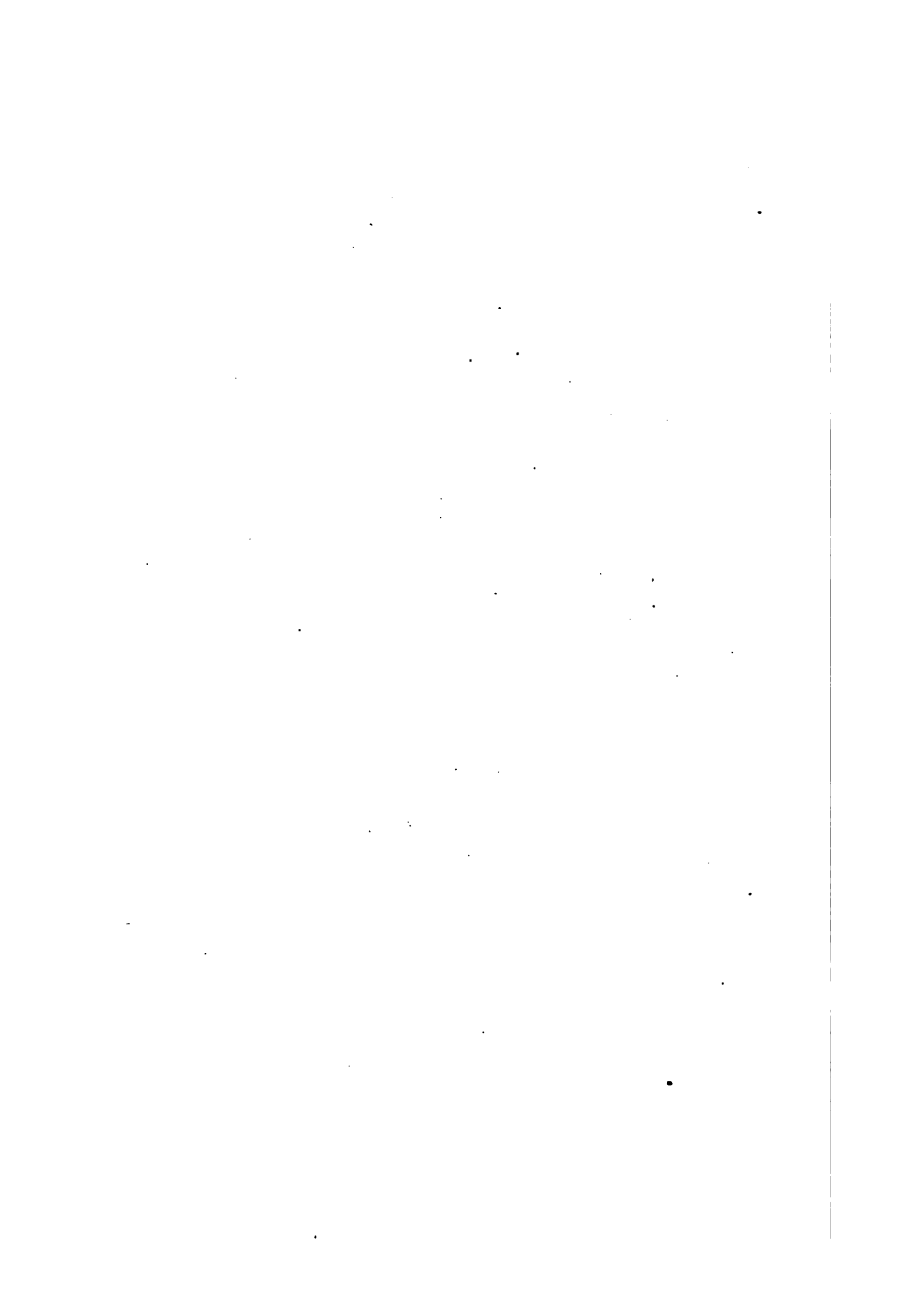
## **CARE OF DELINQUENTS, DEFECTIVES AND DEPENDENTS—*Continued***

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### **PRISONS AND HOSPITALS FOR CRIMINALS**

State Commission of Prisons  
Board of Parole for State Prisons  
State Board of Classification  
Superintendent of State Prisons  
Sing Sing State Prison  
Auburn State Prison for Men  
State Prison for Women, Auburn  
Clinton State Prison  
Great Meadow Prison  
State Farm for Women, Valatie  
Dannemora State Hospital for Insane Convicts  
Matteawan State Hospital for Insane Criminals  
State Probation Commission  
Commission to Investigate Provision for Mentally Defective





## STATE COMMISSION OF PRISONS

Under article III of the Prison Law, the commission is directed to inspect all penal institutions throughout the State, including every institution, where persons over sixteen years of age are confined, and to promote their economic administration, combining supervisory and advisory powers; approve or reject plans for construction or improvements; investigate management of institutions, and conduct of their officials, secure best sanitary conditions of the buildings and grounds, protect and preserve health of inmates; collect statistical information, recommend system of employing inmates with provisions of constitution, provide supplies, distribute industries among penal institutions; annually prepare estimates of supplies required, make rules for diversification of industries; requisition for supplies and report annually to Legislature all details of its work and its recommendations; approve or disapprove release of prisoners. The recommendations of the Commission may be enforced by an order of the supreme court.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—Administration . . . . .	*	.....
2—Secretarial Division . . . . .	5	\$11,200
Total on annual pay-roll basis . . . . .	5	\$11,200

\*Seven commissioners receive \$10.00 per diem when actually employed (maximum for each commissioner \$500 per annum). Total appropriated, \$3,000.

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE COMMISSION OF PRISONS</b>		
<b>1—Administration</b>		
<b>Commissioners</b> ..... Seven commissioners appointed by the Governor, by and with the advice and consent of the senate, for term of four years, are directed to visit and inspect the penal, reformatory and detention institutions in the State; and to make investigations, reports and recommendations, regarding the moral, sanitary and industrial conditions existing therein and have other functions as described in article three of the Prison Law; the commissioners meet monthly or oftener; elect a president and vice president; appoint a secretary and other officers, inspectors and clerks as deemed necessary and receive \$10 per day for attendance at meetings. (Maximum for each commissioner \$500 per annum. Total appropriated \$3,000.)	7	.....
<b>2—Secretarial Division</b>		
<b>Secretary (Exempt)</b> ..... Reporting meetings of the board; supervision of work of inspector and office force.	1	\$3,600
<b>Chief Clerk (11th Grade)</b> ..... Keeping records of the penal institutions of the State and statistics of inmates, releases, paroles, and such other records as may be required, by the commissioner.	1	2,600
<b>Chief Inspector (9th Grade)</b> ..... Making inspection of penal institutions as to sanitary condition, equipment and other features under control of the commissioners.	1	2,000
<b>Stenographer (7th Grade) @ \$1,500</b> ..... Dictation and correspondence; typing and indexing; general office work.	2	3,000

BOARD OF PAROLE FOR STATE PRISONS

Article 7 of the Prison Law, provides for a board of control for State prisons, of three members to consist of the superintendent of prisons, and two members to be appointed by the Governor, by and with the advice and consent of the Senate. The board shall adopt a uniform system by means of which shall be determined the number of marks or credits to be earned by each prisoner as a condition of release by parole. It shall report to the Governor with its recommendations on all applications for pardons. The board shall meet monthly at each of the prisons to pass upon applications for parole.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—Administration.....	1	.....
2—Division of Parole.....	2	\$7,200
	4	*6,300
Total on annual pay-roll basis.....	6	\$13,500

\* Officers and employees in the division of parole are paid out of the appropriations for State superintendent of prisons.

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>BOARD OF PAROLE FOR STATE PRISONS</b>		
<b>1—Administration</b>		
To adopt a uniform method of crediting prisoners for deportment as a condition of release by parole and to report to the Governor on all applications for pardon considered at monthly meetings.		
Superintendent of Prisons (Ex-officio).....	1	.....
Appointive Member @ \$3,600.....	2	\$7,200
Appointed by the Governor by and with the advice and consent of the senate. Visiting prison and granting of parole in their discretion, subject to provisions of law.		
<b>2—Division of Parole *</b>		
Article 3 of the Prison Law provides that each agent and warden shall appoint a parole officer for the prison of which he is in charge.		
Statistician (10th Grade).....	1	2,400
Preparation of statistics and records of paroled prisoners and assisting Board of Parole as required.		
Parole Officer (7th Grade) Auburn Prison.....	1	1,500
Parole Officer (6th Grade) Sing Sing Prison.....	1	1,200
Parole Officer (6th Grade) Clinton Prison.....	1	1,200
Investigating reports and matters in regard to paroled prisoners and return of violators to prison as required.		

\* Officers and employees in the division of parole are paid out of the appropriation for superintendent of prisons.

## STATE BOARD OF CLASSIFICATION

To fix and determine prices at which all labor performed and all articles manufactured in the charitable and penal institutions of the State shall be furnished. It shall classify buildings, offices and institutions, owned, managed or controlled by State, and fix and determine styles, patterns, and qualities of articles manufactured for same. Prison Law, section 184.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—General Administration.....	12	.....
2—Secretarial Division.....	1	.....
Total on annual pay-roll basis.....	13	.....

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE BOARD OF CLASSIFICATION</b>		.
<b>1—General Administration</b>		
Members of the Board, Ex-officio		
Fiscal Supervisor of Charities.....	1	.....
State Commissioners of Prisons.....	7	.....
Superintendent of Prisons.....	1	.....
State Hospital Commission.....	3	.....
<b>2—Secretarial Division</b>		
Secretary*.....	1	*.....
To report meetings of the board and act on such matters as may be assigned him by the board.		

\* No salary; see superintendent of State prisons, division of sales of prison goods.

**SUPERINTENDENT OF STATE PRISONS**

Article 5, paragraph 4, of the Constitution of the State of New York, provides for the appointment of a superintendent of prisons, by the Governor, by and with the advice and consent of the Senate. His term of office is five years. The Prison Law, which constitutes chapter 43 of the Consolidated Laws, prescribes that the superintendent of prisons shall have the superintendence, management and control of the State prisons and the convicts therein, and all matters relating to the government, discipline, police, contract and fiscal concerns thereof.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—Office of the Superintendent.....	5	\$16,500
2—Division of Identification.....	6	5,880
3—Division of Audit.....	7	10,620
4—Division of Sales of Prison Goods.....	6	12,900
5—Penal Institutions.....	831	779,196
Prisons—510 employees—\$604,090.		
* Prison Hospitals—322 employees—\$175,106.		
	855	\$825,096

\* Maintenance (subsistence and lodging) at an established rate of \$16 per month is furnished the hospital employees in addition to the amount of salaries shown.

DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>SUPERINTENDENT OF STATE PRISONS</b>		
1—Office of the Superintendent.....	5	\$16,500
2—Division of Identification.....	6	5,880
3—Division of Audit.....	7	10,620
4—Division of Sales of Prison Goods.....	6	12,900
5—Penal Institutions		
1—PRISONS		
1—Sing Sing State Prison.....	152	182,656
2—Auburn State Prison for Men.....	145	181,070
3—State Prison for Women, Auburn.....	21	16,064
4—Clinton State Prison.....	125	149,840
5—Great Meadow Prison.....	61	70,110
6—State Farm for Women (Valatie).....	6	4,350
2—HOSPITALS FOR INSANE CONVICTS		
1—Dannemora State Hospital.....	112	66,280
2—Matteawan State Hospital.....	210	108,846

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>SUPERINTENDENT OF STATE PRISONS</b>		
<b>1—Office of the Superintendent</b>		
Superintendent of Prisons (Unclassified) . . . . . General supervision of State prisons including maintenance and construction, conduct and operation of prisoners and prison manufactures; supervising exportation of alien criminals.	1	\$8,000
Secretary or Clerk to Superintendent (Exempt) . . . . . Acts as superintendent in his absence; confidential clerk; work assigned by the superintendent.	1	4,000
Confidential Clerk (Exempt) . . . . . Making confidential investigations; attending to special clerical work; in charge of correspondence of prisoners and writing letters to prisoners and their friends; other matters as required by superintendent.	1	2,400
Confidential Stenographer (Exempt) . . . . . Confidential stenographic work; investigates and assists in revision of estimates and clerical work of industrial department and performs such matters as required by superintendent.	1	900
Stenographer (6th Grade) . . . . . Stenographic work of superintendent; part time in division of audits checking vouchers against estimates.	1	1,200
<b>2—Division of Identification</b>		
The Prison Law provides in section 21, article 2, that the Superintendent of Prisons shall cause the prisoners to be measured and described in accordance with the system known as the Bertillon method of identification.		
Bertillon Indexer (7th Grade) . . . . . Supervising finger print records.	1	1,500
Stenographer (6th Grade) . . . . . Bertillon indexing and supervising records.	1	1,200
Bertillon Indexer (5th Grade) @ \$900 . . . . . Filing and indexing Bertillon records.	3	2,700
Stenographer (2d Grade) . . . . . Assisting supervision of finger print records and stenographic work.	1	480
<b>3—Division of Audit</b>		
Section 120, article 2, of the Prison Law, provides that the Superintendent of Prisons shall prescribe a system of accounts and records which shall be uniform at all prisons; he may delegate to his clerk authority to certify estimates on all funds to the Comptroller, to approve vouchers, bills and payrolls for payment by the Comptroller.		
Special Fund Clerk (11th Grade) . . . . . In charge of special fund estimates and appropriations and auditing vouchers.	1	3,000

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>SUPERINTENDENT OF STATE PRISONS</b>		
<b>3—Division of Audit—Continued</b>		
Estimate Clerk and Auditor (11th Grade).....	1	\$3,000
Reviewing estimates and supervision of audits; reviewing monthly report of articles purchased in prisons; auditing maintenance and department expenditures; preparing requests for appropriations for the legislature; supervision of work on records of appropriations for all institutions and preparing analytical sheets of cost and per capita costs and annual census for annual report.		
Stenographer (6th Grade).....	1	1,200
Stenographer (5th Grade) @ \$900.....	3	2,700
Assisting in office work as assigned; stenographic work of confidential investigations for superintendent; keep card records of convicts; checking maintenance vouchers against estimates.		
Bookkeeper and Stenographer (5th Grade).....	1	720
Acting as stenographer and assisting in checking estimates.		
<b>4—Division of Sales of Prison Goods</b>		
Under the Prison Law the Superintendent of Prisons is authorized to cause to be manufactured by the convicts such articles as are needed and used in prisons and as are required by the State or political divisions thereof, and in the buildings, offices and public institutions controlled by the State. The salaries of this division are pro-rated against all institutions, and paid out of the industrial fund.		
Sales and Collecting Agent (Exempt).....	1	4,000
Arranging for sale of prison made goods.		
Financial Agent (10th Grade).....	1	2,400
Attending to orders and collections for prison made goods in New York city and elsewhere as required.		
Clerk, Manufacturing Department (12th Grade).....	1	3,600
Supervision and general charge of clerical work; estimates of raw material; receiving and keeping records of prison made goods.		
Stenographer (6th Grade) @ \$1,000.....	2	2,000
Stenographer (5th Grade).....	1	900
Revision of estimates and clerical and stenographic work.		



## SUPERINTENDENT OF STATE PRISONS

## PENAL INSTITUTIONS

State institutions for the detention and reformation of convicts, insane criminals and criminal insane.

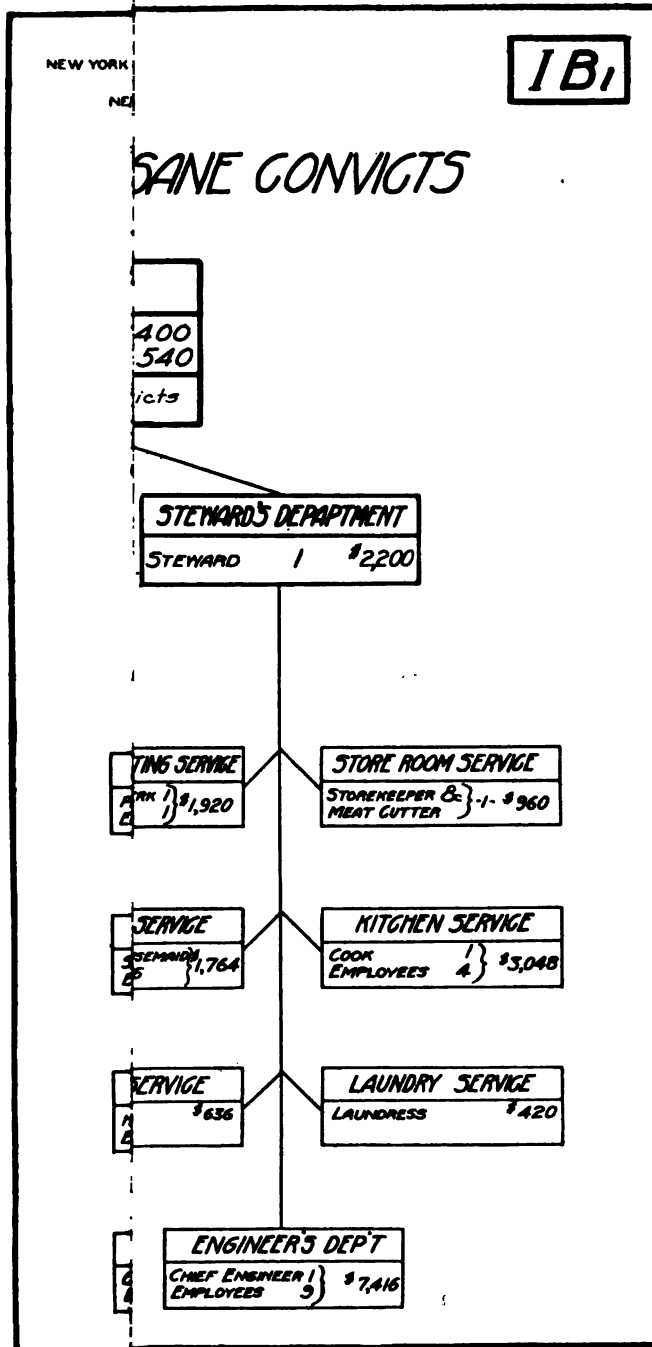
ORGANIZATION SUMMARY	Number of employees	Amount pay-roll basis
1—Prisons .....	510	\$604,090
2—Prison Hospitals* .....	322	175,106
Total on annual pay-roll basis .....	832	\$779,196

\* Maintenance (subsistence and lodging) at an established rate of \$16 per month is furnished the hospital employees in addition to amount of salaries shown.

## PRISONS

State institutions for the detention and reformation of convicts committed thereto.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—Sing Sing Prison .....	152	\$182,656
2—Auburn State Prison for Men .....	145	181,070
3—State Prison for Women, Auburn .....	21	16,064
4—Clinton State Prison .....	125	149,840
5—Great Meadow Prison .....	61	70,110
6—State Farm for Women (Valatie) .....	6	4,350
Total on annual pay-roll basis .....	510	\$604,090



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SUPERINTENDENT OF STATE PRISONS

SING SING STATE PRISON

A State prison at Ossining, maintained for the detention and reformation of male convicts. All the executions of the State take place at Sing Sing.

DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>1—Administration</b>		
1—OFFICE OF THE WARDEN.....	3	\$6,500
2—GENERAL OPERATING SERVICE.....	7	11,600
<b>2—Medical Department.....</b>	3	5,000
<b>3—Religious Department.....</b>	1	2,000
<b>4—Financial Department.....</b>	3	5,000
<b>5—Supervision Department.....</b>	87	92,700
<b>6—Upkeep of Plant and Engineering Department...</b>	4	4,662
<b>7—Kitchen Department.....</b>	1	1,500
<b>8—Farm and Garden Department.....</b>	2	1,794
<b>9—Industrial Department.....</b>	41	51,900
<b>Total on annual pay-roll basis.....</b>	<b>152</b>	<b>\$182,656</b>

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>SUPERINTENDENT OF STATE PRISONS</b>		
<b>5—Penal Institutions</b>		
<b>1—PRISONS</b>		
<b>1—Sing Sing State Prison</b>		
<b>1—ADMINISTRATION</b>		
<b>1—OFFICE OF THE WARDEN</b>		
Agent and Warden (Exempt).....	1	\$3,500
The warden, appointed by the Superintendent of Prisons, exercises general supervision over all activities of the prison, with such guards, teachers, or other employees as may be necessary to assist him.		
Confidential Clerk (Exempt).....	1	1,200
Confidential clerk to warden; keeps warden's office records.		
Stenographer (8th Grade).....	1	1,800
Warden's stenographer; attends trials of inmates in prison court.		
<b>2—GENERAL OPERATING SERVICE</b>		
Principal Keeper (9th Grade).....	1	2,000
Assistant to warden; supervision over all guards; keeps time of employees; responsible for discipline of prisoners.		
State Detective (8th Grade).....	1	1,800
Transfers inmates to other institutions and brings back delinquents.		
Receiving Officer (8th Grade).....	1	1,800
Charge of commitments of prisoners; receives and discharges prisoners.		
Assistant Principal Keeper (7th Grade).....	1	1,500
Assistant to principal keeper and acts for him in his absence.		
Correspondent Censor (7th Grade).....	1	1,500
Censors the incoming and outgoing mail of prisoners.		
Bertillon Clerk (7th Grade).....	1	1,500
Photographs and takes finger prints of all prisoners.		
Head Teacher (7th Grade).....	1	1,500
Instruction in general elementary subjects in prison classrooms.		
<b>2—MEDICAL DEPARTMENT</b>		
Physician (9th Grade).....	1	2,000
Asst. Physician (7th Grade).....	1	1,500
In charge of hospital; supervises work of convicts assigned as nurses; directed by law to make daily inspections of convicts, sanitary condition and food.		
Pharmacist (7th Grade).....	1	1,500
Compounds prescriptions; general assistance to physicians.		

# ORGANIZATION AND FUNCTIONS

523

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>SUPERINTENDENT OF STATE PRISONS</b>		
<b>5—Penal Institutions</b>		
<b>1—PRISONS</b>		
1—Sing Sing State Prison— <i>Continued</i>		
<b>3—RELIGIOUS DEPARTMENT</b>		
Chaplain (Exempt).....	1	\$2,000
Charge of the library and ministers to the spiritual welfare of the prisoners.		
<b>4—FINANCIAL DEPARTMENT</b>		
Clerk (Exempt).....	1	2,000
Representative of comptroller at the prison; audits all bills and is financial officer of the institution.		
Assistant Clerk (Exempt).....	1	1,500
Keeps books and records of accounts; prepares financial statements.		
Storekeeper (7th Grade).....	1	1,500
Charge of the stores and supplies of the maintenance department of the prison; keeps record of the receipts and distribution of supplies; prepares estimates, etc.		
<b>5—SUPERVISION DEPARTMENT</b>		
Sergeant of Guards (7th Grade).....	1	1,500
Acts as assistant to principal keeper in general supervision of guards.		
Captain of Night Watch (6th Grade).....	1	1,200
In charge of guards on duty at night.		
Guard (6th Grade) @ \$1,200.....	40	48,000
Guard (6th Grade) @ \$1,100.....	10	11,000
Guard (6th Grade) @ \$1,000.....	10	10,000
Guard (5th Grade) @ \$900.....	8	7,200
Guard (5th Grade) @ \$800.....	15	12,000
In charge of convict details as assigned by principal keeper.		
Assistant Matron (Non Competitive) @ \$900.....	2	1,800
Charge of condemned women.		
<b>6—UPKEEP OF PLANT AND ENGINEERING DEPARTMENT</b>		
Yardkeeper (7th Grade).....	1	1,500
Charge of all repair work of institution and of ordinary construction work of the maintenance department.		
Chief Engineer and Electrician (7th Grade).....	1	1,500
Charge of electrical apparatus of the institution.		
Laborer.....	1	912
Under supervision of yard and parole keeper.		

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>SUPERINTENDENT OF STATE PRISONS</b>		
<b>5—Penal Institutions</b>		
<b>1—PRISONS</b>		
<b>1—Sing Sing State Prison</b>		
<b>6—UPKEEP OF PLANT AND ENGINEERING                     DEPARTMENT— <i>Continued</i></b>		
Foreman Carpenter . . . . .	1	\$750
Charge of sash and door factory.		
<b>7—KITCHEN DEPARTMENT</b>		
Kitchen Keeper (7th Grade) . . . . .	1	1,500
Directs the work of convicts detailed to kitchen and mess hall; in charge of the preparation and serving of food.		
<b>8—FARM AND GARDEN DEPARTMENT</b>		
Head Gardener (Non Competitive) . . . . .	1	1,050
Has charge of farm operations; supervises work of convicts detailed to garden and farm work.		
Stableman . . . . .	1	744
Has charge of stables at night.		
<b>9—INDUSTRIAL DEPARTMENT</b>		
Superintendent of Industries (Exempt) . . . . .	1	3,600
Head of industries, directs and controls the work of convicts employed in the prison factory; purchases materials and sells products.		
Assistant Superintendent of Industries (Exempt) . . . . .	1	1,500
Supervises the clerical work of the convicts assigned to the office.		
Industrial Guard Clerk (7th Grade) . . . . .	1	1,500
In charge of convict office force.		
Guard (6th Grade) in Shipping Department . . . . .	1	1,200
Guard Laborer . . . . .	1	900
Drives truck used for shipping department.		
Boiler Room Guard (6th Grade) . . . . .	1	1,000
In charge of convicts detailed as firemen.		
Coachman (5th Grade) . . . . .	1	900
Driver of vehicles used by Superintendent of Industries.		
Carpenter . . . . .	1	750
Repairing industrial machinery and equipment.		
Notary Stenographer . . . . .	1	300
Dictation and correspondence of office.		
Confidential Clerk . . . . .	1	300
In charge of correspondence relating to prices and values of materials and manufactured products.		

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>SUPERINTENDENT OF STATE PRISONS</b>		
<b>5—Penal Institutions</b>		
<b>1—PRISONS</b>		
<b>1—Sing Sing State Prison</b>		
<b>9—INDUSTRIAL DEPARTMENT—Continued</b>		
Foreman of Knit Shop (10th Grade).....	1	\$2,400
Assistant Foreman, Knit Shop (6th Grade) @ \$1,200.....	3	3,600
Guard (6th Grade) @ \$1,000.....	2	2,000
Directs the work of convict force assigned to knit shop.		
Dyer and Guard (7th Grade).....	1	1,500
Prepares dyes and supervises dyeing and washing of materials.		
Foreman of Foundry (8th Grade).....	1	1,600
Guard, Foundry (6th Grade).....	1	1,000
Directs work of convict force assigned to foundry.		
Foreman of Clothing Department (8th Grade).....	1	1,800
Guard of Clothing Department (6th Grade).....	1	1,100
Guard of Clothing Department (6th Grade).....	1	1,000
Direct work of convict force assigned to clothing department.		
Foreman of Shoe Shop (7th Grade).....	1	1,500
Instructor, Shoe Shop (7th Grade).....	1	1,500
Guard at Shoe Shop (6th Grade) @ \$1,200.....	2	2,400
Guard at Shoe Shop (6th Grade) @ \$1,000.....	2	2,000
Direct, control and instruct convicts assigned to shoe shop.		
Foreman of Brush Shop (7th Grade).....	1	1,500
Guard, Brush Shop (6th Grade).....	1	1,100
Direct, instruct and control convicts assigned to brush shop.		
Foreman, Sash and Door Department.....	1	750
Carpenter, Sash and Door Department (6th Grade).....	1	1,200
Guard, Sash and Door Department (6th Grade) @ \$1,200.....	2	2,400
Direct, instruct and control convicts assigned to sash and door department.		
Guard, Printing Department (6th Grade).....	1	1,200
Controls convicts assigned to printing department.		
Foreman, Cart and Wagon Department (9th Grade).....	1	1,900
Guard, Cart and Wagon Department (6th Grade).....	1	1,200
Guard, Cart and Wagon Department (6th Grade).....	1	1,100
Direct, instruct and control convicts assigned to the cart and wagon department.		
Foreman (10th Grade).....	1	2,400
Guard (5th Grade) @ \$900.....	2	1,800
Unassigned.		



## SUPERINTENDENT OF STATE PRISONS

## AUBURN STATE PRISON FOR MEN

A State prison at Auburn, maintained for the detention and reformation of male prisoners.

DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>1—Administration</b>		
1—OFFICE OF THE WARDEN.....	4	\$7,220
2—GENERAL OPERATING SERVICE.....	4	5,450
<b>2—Medical Department.....</b>	<b>3</b>	<b>4,700</b>
<b>3—Religious Department.....</b>	<b>1</b>	<b>2,000</b>
<b>4—Financial Department.....</b>	<b>5</b>	<b>7,700</b>
<b>5—Supervision Department.....</b>	<b>86</b>	<b>99,600</b>
<b>6—Upkeep of Plant and Engineering Department....</b>	<b>3</b>	<b>2,660</b>
<b>7—Kitchen Department.....</b>	<b>2</b>	<b>2,400</b>
<b>8—Industrial Department.....</b>	<b>37</b>	<b>49,340</b>
<b>Total on annual pay-roll basis.....</b>	<b>145</b>	<b>\$181,070</b>

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>SUPERINTENDENT OF STATE PRISONS</b>		
<b>5—Penal Institutions</b>		
<b>1—PRISONS—Continued</b>		
<b>2—Auburn State Prison for Men</b>		
<b>1—ADMINISTRATION</b>		
<b>1—OFFICE OF THE WARDEN</b>		
Agent and Warden (Exempt).....	1	\$3,500
General supervision over institution.		
Stenographer (7th Grade).....	1	1,500
Dictation, correspondence and typewriting.		
Head Teacher (7th Grade).....	1	1,500
Instruction in elementary subjects in prison class room.		
Coachman.....	1	720
Has charge of the warden's barn.		
<b>2—GENERAL OPERATING SERVICE</b>		
Principal Keeper (9th Grade).....	1	2,000
Supervision over the guards and keepers; keeps their time; responsible for discipline of convicts.		
Bertillon Clerk (7th Grade).....	1	1,500
Photographs and measures all prisoners; files finger print records.		
Hospital Steward (6th Grade).....	1	1,200
At present assisting the principal keeper.		
Confidential Agent (Exempt).....	1	750
Employed by Superintendent of Prisons at Albany office as special investigator.		
<b>2—MEDICAL DEPARTMENT</b>		
Physician (9th Grade).....	1	2,000
In charge of hospital; directed by law to make daily inspection of convicts; sanitary condition, food.		
Assistant Physician (7th Grade).....	1	1,500
Assists physician in the care of the health of the prisoners.		
Pharmacist (6th Grade).....	1	1,200
Compounds medical prescriptions; general hospital assistant.		
<b>3—RELIGIOUS DEPARTMENT</b>		
Chaplain (Exempt).....	1	2,000
Looks after the spiritual welfare of the inmates; and with a convict clerk prepares currently all statistics as to inmates.		

## SUPERINTENDENT OF STATE PRISONS

## STATE PRISON FOR WOMEN (AUBURN)

A department of Auburn prison, maintained for the detention and reformation of women convicts.

DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
1—Administration	* 2	\$2,200
2—Medical Department.....	†.....	600
3—Religious Department.....	† 1	404
4—Financial Department.....	†.....	1,100
5—Supervision Department.....	14	7,980
6—Upkeep of Plant and Engineering Department....	† 4	3,660
7—Instruction Department.....	.....	120
Total on annual pay-roll basis.....	21	†\$16,064

\* Agent and warden same as at Auburn State Prison for Men.

† Salaries to the amount of \$2,300 paid eight employees of the Auburn State Prison for Men are included here but the employees are enumerated in connection with that institution.

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>SUPERINTENDENT OF STATE PRISONS</b>		
<b>5—Penal Institutions</b>		
<b>1—PRISONS</b>		
<b>3—State Prison for Women, Auburn</b>		
<b>1—ADMINISTRATION</b>		
Agent and Warden (Exempt).....	.....	.....
General supervision over institution. (Has also supervision over Auburn prison for men.)		
Matron (6th Grade).....	1	\$1,200
Supervision over women's prison under directions of warden.		
Head Teacher (6th Grade).....	1	1,000
Teaching elementary subjects in prison classroom.		
<b>2—MEDICAL DEPARTMENT</b>		
Physician.....	.....	300
Inspection of health of inmates and sanitary condition of food and quarters; also physician of Auburn prison for men.		
Pharmacist.....	.....	300
Compounds prescriptions; general assistance in hospital work; (also pharmacist of men's prison.)		
<b>3—RELIGIOUS DEPARTMENT</b>		
Chaplain.....	.....	300
Looks after the spiritual welfare of inmates (also employed in the Auburn prison for men).		
Organist.....	.....	104
Plays organ at religious services (also employed in instruction department).		
<b>4—FINANCIAL DEPARTMENT</b>		
Clerk.....	.....	500
Is the Comptroller's representative; receives prisoners and keeps accounts (also in the Auburn prison for men).		
Assistant Clerk.....	.....	300
General office work (see men's prison).		
Storekeeper.....	.....	300
Receives and distributes stores and supplies (see men's prison).		
<b>5—SUPERVISION DEPARTMENT</b>		
Night Matron.....	1	480
Supervision of institution at night.		

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>SUPERINTENDENT OF STATE PRISONS</b>		
<b>5—Penal Institutions</b>		
<b>1—PRISONS</b>		
<b>3—State Prison for Women, Auburn</b>		
<b>5—SUPERVISION DEPARTMENT — <i>Continued</i></b>		
Assistant Matron (Noncompetitive) @ \$420.....	3	\$1,260
Attendant (Noncompetitive).....	1	540
Attendant (Noncompetitive) @ \$420*.....	4	1,680
Supervision, care and discipline of inmates.		
Death Watch (Noncompetitive).....	1	420
In charge of female convicts under death sentence.		
Guard (5th Grade) @ \$900.....	4	3,600
(Men) assigned to duty on walls of prison, gate keepers, etc.		
<b>6—UPKEEP OF PLANT AND ENGINEERING DEPARTMENT</b>		
Yardmaster.....		300
In charge of repairs and upkeep of buildings (also men's prison).		
Engineer (6th Grade).....	1	1,200
In charge of boiler room, daytime.		
Night Engineer and Janitor (4th Grade).....	1	720
In charge of boiler room, nights.		
Laborers @ \$720.....	2	1,440
Firemen, day and night, twelve-hour shifts.		
<b>7—INSTRUCTION DEPARTMENT</b>		
Singing Teacher (see Religious Department).....		120
Gives instruction in singing; also organist.		

\* Of the salary of one attendant, \$300 is paid from prison capital fund on account of prison industries.

## SUPERINTENDENT OF STATE PRISONS

## CLINTON STATE PRISON

A State prison at Clinton maintained for the detention and reformation of male convicts.

DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>1—Administration</b>		
1—OFFICE OF THE WARDEN .....	2	\$4,250
2—GENERAL OPERATING SERVICE .....	6	8,900
<b>2—Medical Department .....</b>	<b>3</b>	<b>5,000</b>
<b>3—Religious Department .....</b>	<b>1</b>	<b>2,000</b>
<b>4—Financial Department .....</b>	<b>3</b>	<b>5,000</b>
<b>5—Supervision Department .....</b>	<b>79</b>	<b>88,000</b>
<b>6—Upkeep of Plant and Engineering Department ....</b>	<b>4</b>	<b>4,720</b>
<b>7—Kitchen Department .....</b>	<b>4</b>	<b>2,780</b>
<b>8—Farm and Garden Department .....</b>	<b>1</b>	<b>1,200</b>
<b>9—Industrial Department .....</b>	<b>22</b>	<b>27,990</b>
<b>Total on annual pay-roll basis .....</b>	<b>125</b>	<b>\$149,840</b>

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>SUPERINTENDENT OF STATE PRISONS</b>		
<b>5—Penal Institutions</b>		
<b>1—PRISONS</b>		
<b>4—Clinton State Prison</b>		
<b>1—ADMINISTRATION</b>		
<b>1—OFFICE OF WARDEN</b>		
Agent and Warden (Exempt).....	1	\$3,500
General supervision over institution.		
Confidential Agent (Exempt).....	1	750
Makes confidential investigations for warden; assists in preparation of warden's reports.		
<b>3—GENERAL OPERATING SERVICE</b>		
Principal Keeper (9th Grade).....	1	2,000
Supervision over and keeps time of guards and keepers and is responsible for discipline of prisoners.		
Assistant Principal Keeper (7th Grade).....	1	1,500
In charge in absence of principal keeper; also night duty.		
Bertillon Clerk (7th Grade).....	1	1,500
Photographs and measures prisoners; preserves records of finger prints, etc.		
Head Teacher (7th Grade).....	1	1,500
Instruction in general elementary subjects in prison class rooms.		
Stenographer (6th Grade) @ \$1,200.....	2	2,400
Dictation and correspondence, general typing and office work.		
<b>2—MEDICAL DEPARTMENT</b>		
Physician (9th Grade).....	1	2,000
In charge of the health of inmates; general hospital work; also the in- spection of food and sanitary conditions.		
Assistant Physician (7th Grade).....	1	1,500
Assists physician.		
Pharmacist (7th Grade).....	1	1,500
Compounds medical prescriptions; general assistant in hospital work.		
<b>3—RELIGIOUS DEPARTMENT</b>		
Chaplain (Exempt).....	1	2,000
Ministers to the spiritual welfare of the inmates.		
<b>4—FINANCIAL DEPARTMENT</b>		
Clerk (Exempt).....	1	2,000
Is the Comptroller's representative; has charge of receiving of prisoners and keeps the accounts of the prison.		

# ORGANIZATION AND FUNCTIONS

535

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>SUPERINTENDENT OF STATE PRISONS</b>		
<b>5—Penal Institutions</b>		
<b>1—PRISONS</b>		
<b>4—Clinton State Prison</b>		
<b>4—FINANCIAL DEPARTMENT—Continued</b>		
Assistant Clerk (Exempt) . . . . .	1	\$1,500
Assists clerk in auditing pay-rolls, estimates, industrial department purchases, etc.		
Storekeeper (7th Grade) . . . . .	1	1,500
Has charge of stores and supplies and their distribution; reports daily and monthly to clerk.		
<b>5—SUPERVISION DEPARTMENT</b>		
Sergeant of Guards (7th Grade) . . . . .	1	1,500
In charge of and supervises prison guards, and responsible for discipline of inmates.		
Guard (6th Grade) @ \$1,200 . . . . .	44	52,800
Guard (6th Grade) @ \$1,100 . . . . .	13	14,300
Guard (6th Grade) @ \$1,000 . . . . .	11	11,000
Guard (5th Grade) @ \$900 . . . . .	4	3,600
Guard (5th Grade) @ \$800 . . . . .	6	4,800
Police duty in prison and on walls; maintains discipline among convicts.		
<b>6—UPKEEP OF PLANT AND ENGINEERING DEPARTMENT</b>		
Chief Engineer (7th Grade) . . . . .	1	1,500
In charge of electrical operations, repair of equipment, etc.		
Yardkeeper (7th Grade) . . . . .	1	1,500
In charge of all repair work and ordinary construction of the maintenance department.		
Fireman (Non-competitive) . . . . .	1	900
Fireman (Non-competitive) . . . . .	1	820
In charge of the force of convict firemen.		
<b>7—KITCHEN DEPARTMENT</b>		
Kitchen Helper (7th Grade) . . . . .	1	1,500
Directs the work of convicts detailed to the kitchen and mess hall, and in charge of the preparation and serving of food.		
Bake-shop Keeper . . . . .	1	800
Directs work of convicts assigned to bake shop.		
Servant @ \$240 . . . . .	2	480
Assist in household and kitchen service.		



TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>SUPERINTENDENT OF STATE PRISONS</b>		
<b>5—Penal Institutions</b>		
<b>1—PRISONS</b>		
<b>4—Clinton State Prison—Continued</b>		
<b>8—FARM AND GARDEN DEPARTMENT</b>		
Farmer (Non-competitive) . . . . .	1	\$1,200
In charge of force of convicts assigned to farm and garden work.		
<b>9—INDUSTRIAL DEPARTMENT</b>		
Superintendent of Industries (Exempt) . . . . .	1	3,600
General supervision of manufacturing departments; prepares estimates; orders materials and supplies.		
Foreman (7th Grade) @ \$1,500 . . . . .	3	4,500
Supervision over and responsibility for work done in spinning industry.		
Guard and Dyer (7th Grade) . . . . .	1	1,500
General guard duty; supervision over dyeing and washing materials.		
Foreman (6th Grade) @ \$1,200 . . . . .	3	3,600
Supervision over weaving industry, tinware industry, shirt and clothing industry.		
Assistant Foreman . . . . .	1	1,095
Charge of the outdoor work connected with wood and lumber industry.		
Guard (6th Grade) @ \$1,200 . . . . .	7	8,400
General guard duty in and about manufacturing departments and shops; also cloth finishing industry, stable, office work and at lumber and road camps.		
Laborer . . . . .	1	1,095
Has charge of the stock room; receives and issues supplies; makes ship- ment of products.		
Fireman (Noncompetitive) . . . . .	1	900
Has charge of the boiler house and the inmates during one shift.		
Machinist (5th Grade) . . . . .	1	900
Laborer @ \$900 . . . . .	2	1,800
General machinery repairs and machine shop work.		
Watchman (3rd Grade) . . . . .	1	600
Night watchman in and around shops; directs work of inmates in boiler house and power house during the night.		

## SUPERINTENDENT OF STATE PRISONS

## GREAT MEADOW PRISON

A State prison maintained for the detention and reformation of convicts.

DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>1—Administration</b>		
1—OFFICE OF THE WARDEN .....	4	\$6,350
2—GENERAL OPERATING SERVICE .....	3	5,000
<b>2—Medical Department .....</b>	1	2,000
<b>3—Religious Department .....</b>	1	2,000
<b>4—Financial Department .....</b>	3	5,000
<b>5—Supervision Department .....</b>	43	44,300
<b>6—Upkeep of Plant and Engineering Department ....</b>	5	3,960
<b>7—Kitchen Department .....</b>	1	1,500
Total on annual pay-roll basis .....	61	\$70,110

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>SUPERINTENDENT OF STATE PRISONS</b>		
<b>5—Penal Institutions</b>		
<b>1—PRISONS—Continued</b>		
<b>5—Great Meadow Prison</b>		
<b>1—ADMINISTRATION</b>		
<b>1—OFFICE OF THE WARDEN</b>		
Agent and Warden (Exempt).....	1	\$3,500
General supervision over institution.		
Confidential Agent (Exempt).....	1	750
Makes investigations and examinations for warden.		
Private Secretary (Exempt).....	1	1,200
General dictation and correspondence of warden; files records and reports.		
Coachman.....	1	900
Has charge of warden's barn, care of team and equipages.		
<b>2—GENERAL OPERATING SERVICE</b>		
Principal Keeper (9th Grade).....	1	2,000
Supervision over keepers and guards and their time records; records of convicts, etc.		
Hall Keeper (7th Grade).....	1	1,500
Supervision of convicts and their distribution to various occupations.		
Head Teacher (7th Grade).....	1	1,500
Instruction in elementary subjects in prison class room.		
<b>2—MEDICAL DEPARTMENT</b>		
Physician (9th Grade).....	1	2,000
Looks after health of inmates; has charge of prison hospital; makes inspections of foods and sanitary conditions.		
<b>3—RELIGIOUS DEPARTMENT</b>		
Chaplain (Exempt).....	1	2,000
Ministers to the spiritual welfare of the inmates.		
<b>4—FINANCIAL DEPARTMENT</b>		
Clerk (Exempt).....	1	2,000
Is the Comptroller's representative and has charge of the records of receiving and discharging prisoners; keeps the accounts of the prison; audits disbursements.		
Assistant Clerk (Exempt).....	1	1,500
Assists clerk; prepares payrolls and estimates.		
Storekeeper (7th Grade).....	1	1,500
Receives and distributes stores and supplies; keeps storehouse records; prepares maintenance estimates.		

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>SUPERINTENDENT OF STATE PRISONS</b>		
<b>5—Penal Institutions</b>		
<b>1—PRISONS</b>		
<b>5—Great Meadow Prison—Continued</b>		
<b>5—SUPERVISION DEPARTMENT</b>		
Captain of Night Watch (6th Grade).....	1	\$1,200
Has charge of force of night guards.		
Guard (6th Grade) @ \$1,200.....	7	8,400
Guard (6th Grade) @ \$1,100.....	12	13,200
Guard (6th Grade) @ 1,000.....	13	13,000
Guard (5th Grade) @ \$900.....	5	4,500
Guard (5th Grade) @ \$800.....	5	4,000
Supervision over convicts; maintain discipline in buildings and shops.		
<b>6—UPKEEP AND ENGINEERING DEPARTMENT</b>		
Laborer.....	1	1,080
Has charge of road work, construction and repair.		
Laborer @ \$720.....	4	2,880
Working in boiler and engine room; supervision of convict firemen.		
<b>7—KITCHEN DEPARTMENT</b>		
Kitchen Keeper (7th Grade).....	1	1,500
In charge of the preparation and serving of food and the convicts assigned to kitchen work.		

## SUPERINTENDENT OF STATE PRISONS

## STATE FARM FOR WOMEN (VALATIE)

A State farm, not yet completed, maintained for the detention and reformation of women convicts.

DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
1—Administration.....	2	\$2,230
2—Storeroom.....	.....	.....
3—Care of Inmates.....	1	420
4—Farm and Garden Department.....	2	1,460
5—Boiler Room.....	.....	.....
6—Domestic Service.....	1	240
Total on annual pay-roll basis.....	6	\$4,350

# ORGANIZATION AND FUNCTIONS

541

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>SUPERINTENDENT OF STATE PRISONS</b>		
<b>5—Penal Institutions</b>		
<b>1—PRISONS—Continued</b>		
<b>6—State Farm for Women, Valatie</b>		
<b>1—ADMINISTRATION</b>		
Warden (Exempt).....	1	\$1,500
Supervision of instruction in farm and garden work.		
Laborer.....	1	730
Assists warden; correspondence, filing reports and records		
<b>2—STOREROOM</b>		
Laborer.....	1	*.....
Stock clerk.		
<b>3—CARE OF INMATES</b>		
Attendant.....	1	420
Acting as matron in charge.		
<b>4—FARM AND GARDEN DEPARTMENT</b>		
Laborer @ \$730.....	2	1,460
General farm work.		
<b>5—BOILER ROOM</b>		
Laborer.....	1	†.....
Acts as fireman.		
<b>6—DOMESTIC SERVICE</b>		
Servant.....	1	240
Waitress and chamber work.		

\* Included under "Administration."

† Included under "Farm and Garden Department."

## SUPERINTENDENT OF STATE PRISONS

## PRISON HOSPITALS\*

State institutions used for the purpose of confining and caring for insane convicts and criminal insane.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—Dannemora State Hospital.....	112	\$66,260
2—Matteawan State Hospital.....	210	108,846
Total on annual pay-roll basis.....	322	*\$175,106

\* Maintenance (subsistence and lodging) at an established rate of \$16 per month is furnished the hospital employees in addition to amount of salaries shown.

## SUPERINTENDENT OF STATE PRISONS

## DANNEMORA STATE HOSPITAL

Hospital used for the purpose of confining and caring for male prisoners declared insane while confined in a state prison or reformatory, or while serving a sentence of more than one year in a penitentiary.

DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
1—Administration.....	2	\$4,940
2—Medical Department		
1—OFFICE OF MEDICAL STAFF.....	5	7,316
2—WARD SERVICE.....	77	35,640
3—Steward's Department		
1—SUPERVISION.....	1	2,200
2—GENERAL OPERATING SERVICE.....	2	1,920
3—STOREROOM SERVICE.....	1	960
4—DOMESTIC SERVICE.....	7	1,764
5—KITCHEN SERVICE.....	5	3,048
6—BAKERY SERVICE.....	1	636
7—LAUNDRY SERVICE.....	1	420
8—ENGINEERING DEPARTMENT.....	10	7,416
Total on annual pay-roll basis.....	112	*\$66,260

\* Employees receive subsistence and lodging in addition to salaries and wages.



TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>SUPERINTENDENT OF STATE PRISONS</b>		
<b>5—Penal Institutions</b>		
<b>2—HOSPITALS—Continued</b>		
<b>1—Dannemora State Hospital</b>		
<b>1—ADMINISTRATION</b>		
Superintendent (12th Grade).....	1	\$4,400
Chief medical and executive officer; treasurer of the hospital. By article 6 of the Insanity Law, the medical superintendent of Dannemora is appointed by the superintendent of State prisons; as chief executive officer he has general superintendence of buildings, grounds, etc., and direction and control of all persons therein; he may appoint assistants, physicians, steward and attendants, gives orders and instructions, maintains discipline and causes accounts and records of the institution to be kept regularly.		
Attendant.....	1	540
Acts as coachman and chauffeur.		
<b>2—MEDICAL DEPARTMENT</b>		
<b>1—OFFICE OF THE MEDICAL STAFF</b>		
First Assistant Physician (11th Grade).....	1	2,700
Chief assistant medical and executive officer; chief of clinics; performs duties of a ward physician and superintendent in the absence or sickness of the latter.		
Senior Assistant Physician (8th Grade).....	1	1,800
Assists in medical and executive work; performs medical work of a ward physician.		
Medical Interne (Noncompetitive) @ \$1,000.....	2	2,000
Medical duties as prescribed by first assistant physician; assist in daily clinics; perform clerical work connected with the medical records of the hospital.		
Stenographer (5th Grade).....	1	816
Dictation and correspondence of superintendent and medical office; transcribing medical case notes.		
<b>2—WARD SERVICE</b>		
Supervisor.....	1	1,020
Chief supervisor; having general supervision over attendants and other employees as designated by superintendent.		
Attendant—Care of Patients and Maintenance of Ward—Day and Night Force @ \$25 to \$68 per month.....	76	34,620
<b>3—STEWARD'S DEPARTMENT</b>		
<b>1—SUPERVISION</b>		
Steward (10th Grade).....	1	2,200
Superintendent's assistant in the administration of the business affairs of hospital; makes purchases; keeps accounts; makes inspections of commissary, industrial departments and farms.		

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>SUPERINTENDENT OF STATE PRISONS</b>		
<b>5—Penal Institutions</b>		
<b>2—HOSPITALS</b>		
1—Dannemora State Hospital		
<b>3—STEWARD'S DEPARTMENT—Continued</b>		
<b>2—GENERAL OPERATING SERVICE</b>		
Commissary Clerk.....	1	\$960
Clerical work in the steward's office; preparation of estimates; vouchers, etc.; farm accounting and reports.		
Stenographer (6th Grade).....	1	960
Stenographer in steward's office; also assists in clerical work and records of building construction; special appropriations and estimates.		
<b>3—STOREROOM SERVICE</b>		
Storekeeper and Meat Cutter (6th Grade).....	1	960
Has charge of general storeroom; receives and distributes stores and supplies.		
<b>4—DOMESTIC SERVICE</b>		
Supervising Housemaid.....	1	396
Employed as cook in superintendent's residence.		
Assistant Cook and Housemaid.....	1	312
Performs duties as waitress and housemaid in caring for officers' and other rooms in administration building and in first assistant's quarters; assists officers' cook; substitutes for other cooks.		
Housemaid.....	1	240
Performs general household duties at superintendent's office and cooks at times.		
Housemaid.....	1	192
General household duties in steward's residence.		
Housemaid.....	1	240
In administration building, caring for offices and officers' quarters.		
Housemaid @ \$192.....	2	384
General housework in administration building and officers' quarters.		
<b>5—KITCHEN SERVICE</b>		
Cook.....	1	912
Head cook and supervisor of kitchen; has charge of a number of patients working in kitchen.		
Cook.....	1	360
Cooks for officers and women employees residing in administration building.		

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>SUPERINTENDENT OF STATE PRISONS</b>		
<b>5—Penal Institutions</b>		
<b>2—HOSPITALS</b>		
1—Dannemora State Hospital		
<b>3—STEWARD'S DEPARTMENT</b>		
<b>5—KITCHEN SERVICE—Continued</b>		
Attendant.....	1	\$816
Charge of main dining hall.		.
Attendant.....	1	612
Assisting in kitchen.		
Attendant.....	1	348
Assisting in main dining hall.		
<b>6—BAKERY SERVICE</b>		
Baker.....	1	636
Has charge of bakery; baking bread and all other baker's supplies.		
<b>7—LAUNDRY SERVICE</b>		
Laundress.....	1	420
Head laundress; in charge of institution laundry.		
<b>8—ENGINEERING DEPARTMENT</b>		
Chief Engineer (7th Grade).....	1	1,368
Under the direction of the superintendent; has general charge of power house, machinery shop, heating, lighting, plumbing; co-operates with head carpenter in supervising building construction and repairs.		
Assistant Chief Engineer (6th Grade).....	1	1,032
Assists chief engineer in the work in his department.		
Assistant Electrical Engineer (4th Grade).....	1	720
In charge of electrical plant, nights.		
Fireman @ \$576.....	2	1,152
Fireman.....	1	540
Firing boilers at power house.		
Attendant.....	1	900
Repairs to buildings.		
Attendant.....	1	720
Outside work; general repairs.		
Attendant.....	1	600
Painter.		
Attendant.....	1	384
Assisting in engineer's department.		

SUPERINTENDENT OF STATE PRISONS

MATTEAWAN STATE HOSPITAL FOR INSANE CRIMINALS

Article 5 of the Insanity Law, provides for the Matteawan State Hospital to be used for the purpose of caring for such insane persons as may be committed to it by courts of criminal jurisdiction or transferred thereto by the State Hospital Commission, and for convicted persons declared insane while undergoing sentence of one year or less or for a misdemeanor, and for all female convicts becoming insane while undergoing sentence.

DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
1—Administration .....	4	\$5,370
2—Medical Department		
1—OFFICE OF MEDICAL STAFF .....	9	12,148
2—WARD SERVICE .....	130	51,656
3—Steward's Department		
1—GENERAL OPERATING SERVICE .....	3	4,148
2—STOREROOM SERVICE .....	1	840
3—DOMESTIC SERVICE .....	9	2,856
4—KITCHEN SERVICE .....	18	7,092
5—LAUNDRY SERVICE .....	5	1,896
6—ENGINEERING DEPARTMENT .....	18	15,676
7—INDUSTRIAL DEPARTMENT .....	3	1,632
8—FARM AND GARDEN DEPARTMENT .....	10	5,532
Total on annual pay-roll basis .....	210	*\$108,846

\* Employees receive subsistence and lodging in addition.

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>SUPERINTENDENT OF STATE PRISONS</b>		
<b>5—Penal Institutions</b>		
<b>2—HOSPITALS</b>		
<b>2—Matteawan State Hospital</b>		
<b>3—STEWARD'S DEPARTMENT</b>		
<b>4—KITCHEN SERVICE—Continued</b>		
Assistant Cook @ \$540.....	2	\$1,080
Assistant Cook @ \$360.....	2	720
Cook.....	.....	.....
Preparing food for inmates.		
Kitchen Helper @ \$300.....	4	1,200
Assisting in kitchen work.		
Waitress @ \$240 to \$360.....	3	876
Charge Attendant @ \$384 to \$540.....	2	924
Attendant @ \$360.....	2	720
Dining room service for staff and steward.		
Baker.....	1	816
In charge of bake shop.		
<b>5—LAUNDRY SERVICE</b>		
Laundry Overseer (5th Grade).....	1	780
Assistant Laundry Overseer.....	1	324
Laundress @ \$264.....	3	792
Supervision of and assisting in laundry.		
<b>6—ENGINEERING DEPARTMENT</b>		
Engineer ( 8th Grade).....	1	1,560
Assistant Engineer (6th Grade).....	1	964
Assistant Engineer (5th Grade).....	1	816
Fireman @ \$780.....	3	2,340
Fireman @ \$600.....	2	1,200
Steamfitter.....	1	936
Steamfitter's Helper.....	1	600
Plumber's Helper.....	1	480
Electricians (6th Grade).....	1	984
Mason.....	1	1,170
Painter.....	1	816
Carpenter.....	1	1,092
Carpenter.....	1	1,066
Blacksmith.....	1	816
Tinsmith.....	1	816

51	
1000	1000
1000	1000
1000	1000



TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>SUPERINTENDENT OF STATE PRISONS</b>		
<b>5—Penal Institutions</b>		
<b>2—HOSPITALS</b>		
<b>2—Matteawan State Hospital</b>		
<b>3—STEWARD'S DEPARTMENT—Continued</b>		
<b>7—INDUSTRIAL DEPARTMENT</b>		
Sewing Room Seamstress (Attendant).....	1	\$384
Tailor.....	1	768
Shoemaker (Attendant).....	1	480
<b>8—FARM AND GARDEN DEPARTMENT</b>		
Head Farmer.....	1	816
Gardener.....	1	624
Herdsman.....	1	516
Dairyman.....	1	1,140
Teamster @ \$396.....	5	1,980
Driver.....	1	456

### STATE PROBATION COMMISSION

To secure the effective application and enforcement of the Probation Law, supervise the operation of the probation system, requiring probation officers of it to report on prescribed forms, and advising them, as well as magistrates, of affecting legislation; to report annually to the Legislature as to its administration of the law, and make suggestions and recommendations for the more effectual accomplishment of the purposes of the probation system.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—General Administration.....	7	.....
2—Secretarial Division.....	4	\$7,500
Total on annual pay-roll basis.....	4	\$7,500



TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE PROBATION COMMISSION</b>		
<b>1—General Administration</b>		
Commissioners.....	7	.....
Four are appointed by the Governor, for terms of four years, one by the State board of charities from among its members, one by the State commission of prisons from among its members and the Commissioner of Education is a member ex-officio. The commissioners serve without compensation.		
<b>2—Secretarial Division</b>		
Section 31, Chapter 54, Consolidated Laws, provides that the State Probation Commission shall employ a chief executive officer who shall be its secretary, a stenographer and such other employees as may be necessary. The duties of such executive officer and other employees shall be designated by the Commission.		
Secretary (Exempt).....	1	\$3,500
Reporting meetings; general supervision of the work of the board under the direction of the commissioners.		
Assistant Secretary (7th Grade).....	1	1,500
Assisting secretary; acting in his absence; preparation of reports; supervision of records.		
Chief Clerk (7th Grade).....	1	1,500
Keeping books and records of the commission; filing reports; preparing statistics; also reporting and transcribing the hearings of the commission.		
Stenographer (6th Grade).....	1	1,000
Dictation and correspondence; copying, filing and general office routine.		

### COMMISSION TO INVESTIGATE PROVISION FOR THE MENTALLY DEFICIENT

The commission is required to investigate the subject of the public provision for the care, custody, treatment and training of the mentally deficient including epileptics; may issue subpoenas, compel the attendance of witnesses and the production of books, papers and other evidence, administer oaths, examine witnesses; may visit and examine institutions in other states and make such recommendations for legislation by bill or otherwise as in its judgment may seem proper, on or before February 15, 1915.

#### Commission.

The commission was established by legislative act, April 11, 1914. It consists of five members appointed by the Governor, who serve without compensation. Ten thousand dollars was appropriated for carrying out the provisions of the act.

## **CARE OF DELINQUENTS, DEFECTIVES AND DEPENDENTS—*Continued***

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### **HOSPITALS FOR THE INSANE**

State Hospital Commission  
Utica State Hospital  
Willard State Hospital  
Hudson River State Hospital  
Middletown State Homeopathic Hospital  
Buffalo State Hospital  
Binghamton State Hospital  
St. Lawrence State Hospital  
Rochester State Hospital  
Gowanda State Homeopathic Hospital  
Mohansic State Hospital  
Kings Park State Hospital  
Long Island State Hospital  
Manhattan State Hospital  
Central Islip State Hospital  
Psychiatric Institute  
Board of Retirement for State Hospital Employees



107

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STATE HOSPITAL COMMISSION

By chapter 27 of the Consolidated Laws, which chapter constitutes the Insanity Law, the State Hospital Commission is charged with the execution of the laws relating to the custody, care and treatment of the insane, not including feeble-minded persons and epileptics as such and idiots. It shall examine all institutions, public and private, and inquire into their methods of government and the management of the persons therein. For such purposes each commissioner shall have free access to the grounds, buildings and all books and papers relating to any such institution or the commission may appoint a competent person to examine the books, papers and accounts and also the general condition and management of any institution. It may endeavor to secure legislation from Congress to provide more effectually for the removal of alien and non-resident insane. It has the general oversight of state hospitals and the control of all the property thereof and shall see that the purposes of such hospitals are carried into effect by the boards of managers. The commission holds, on behalf of the state, all grants or gifts made in trust for the maintenance of insane persons. It shall also visit every state hospital and every such private institution at least twice each calendar year and make an examination of the records and methods of administration, dietary, the stores and methods of supply and, as far as circumstances may permit, of every patient and make such other inquiries as shall determine the fitness of officers, attendants and employees. It shall report annually to the legislature and furnish estimates of the amounts required for maintaining the state hospitals and the reasons therefor.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—General Administration.....	47	\$110,880
2—Institutions.....	6,363	*3,113,823
Total of Commission and Institutions on annual pay-roll basis.....	6,410	\$3,224,703

\* In addition to the amount shown above paid for salaries and wages at institutions, maintenance (subsistence and lodging) valued by the hospital commission at \$16 per month for ordinary employees and at varying rates for officials and physicians is furnished by the State to all hospital employees.

DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>STATE HOSPITAL COMMISSION</b>		
<b>1—General Administration</b>		
1—GENERAL EXECUTIVE OFFICE.....	4	\$21,500
2—BUREAU OF THE SECRETARY.....	7	13,000
3—BUREAU OF AUDITS.....	5	11,100
4—BUREAU OF TREASURER.....	9	16,040
5—BUREAU OF INSPECTION.....	4	15,500
6—COMMITTEE ON JOINT PURCHASES.....	5	7,940
7—BUREAU OF COLLECTION OF BOARD MONEYS AND MISCELLANEOUS RECEIPTS.....	*1	2,500
8—BUREAU OF STATISTICS AND EDITORIAL WORK.....	2	3,800
9—BUREAU OF DEPORTATION.....	10	19,500
General Administration.....	47	\$110,580
<b>2—Institutions</b>		
1—UTICA STATE HOSPITAL.....	365	\$178,800
2—WILLARD STATE HOSPITAL.....	508	243,400
3—HUDSON RIVER STATE HOSPITAL.....	618	294,350
4—MIDDLETOWN STATE HOSPITAL.....	436	197,900
5—BUFFALO STATE HOSPITAL.....	387	190,300
6—BINGHAMTON STATE HOSPITAL.....	506	236,090
7—SAINT LAWRENCE STATE HOSPITAL.....	390	186,250
8—ROCHESTER STATE HOSPITAL.....	297	146,000
9—GOWANDA STATE HOSPITAL.....	233	117,450
10—MOHANSIC STATE HOSPITAL.....	32	19,124
11—KINGS PARK STATE HOSPITAL.....	752	351,312
12—LONG ISLAND STATE HOSPITAL.....	165	84,940
13—MANHATTAN STATE HOSPITAL.....	792	396,171
14—CENTRAL ISLIP STATE HOSPITAL.....	866	450,500
15—PSYCHIATRIC INSTITUTE.....	17	21,130
Institutions.....	6,363	\$3,113,623

\* In addition there are 4 special agents at \$5 per diem when actually employed.

# ORGANIZATION AND FUNCTIONS

557

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>1—General Administration</b>		
<b>1—CENTRAL EXECUTIVE OFFICE</b>		
Commissioner (Unclassified)..... Administrative duties, especially those relating to medical and technical control.	1	\$7,500
Commissioner (Unclassified)..... General administration.	1	5,000
Commissioner (Unclassified)..... Attending legal questions; acting as chairman of the commission.	1	5,000
Confidential Accountant (Exempt)..... Performing duties of a confidential nature for the commission.	1	4,000
<b>2—BUREAU OF THE SECRETARY</b>		
Secretary (Exempt) (Vacant)..... Duties assigned by the commissioners.	1	5,000
Assistant Secretary (11th Grade)..... Secretarial duties not performed by the secretary. Looks after correspondence; as first stenographer to commission, reports conferences and meetings held by the commission. Has charge of files.	1	2,700
Stenographer (6th Grade)..... Stenographic work for secretary.	1	1,200
Confidential Stenographer (6th Grade)..... Correspondence and other duties assigned.	1	1,200
Junior Clerk (Temporary)..... General utility clerk in office of the commission.	1	900
Proofreader (4th Grade)..... Filing and indexing.	1	1,200
File and Index Clerk (6th Grade)..... Chief indexer and keeper of general files of patients admitted to hospitals.	1	800
<b>3—BUREAU OF AUDITS</b>		
Auditor (12th Grade)..... Reviewing all estimates approved, payments for vouchers submitted by treasurer and keeping correspondence relating thereto.	1	4,000
Assistant to Auditor (11th Grade)..... Engaged two-thirds of his time in auditing store and other accounts at hospitals; balance of time assisting auditor.	1	2,700
First Clerk (8th Grade)..... Chief assistant in reviewing estimates.	1	1,700



TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>1—General Administration</b>		
<b>3—BUREAU OF AUDITS—Continued</b>		
Clerk (7th Grade)..... Assisting chief assistant; checks and verifies special fund estimates; keeps special fund accounts in connection with estimates. Acts as stenographer to auditor.	1	\$1,500
Clerk (6th Grade)..... Checks all pay-rolls, estimates and does the actual computing on estimates.	1	1,200
<b>4—BUREAU OF THE TREASURER</b>		
Treasurer (12th Grade)..... Responsible for receipts and payments of audited vouchers.	1	4,500
Bookkeeper (11th Grade)..... Keeping general and detailed accounts of hospitals.	1	2,500
Chief Voucher Clerk (9th Grade)..... Checks, verifies and enters vouchers as received from institutions; prepares treasurer's reports to Comptroller for the portion of the institutions.	1	2,000
Voucher Clerk (8th Grade)..... Similar to above.	1	1,600
Voucher Clerk (6th Grade)..... Handles special fund and maintenance vouchers.	1	1,200
Stenographer (8th Grade)..... Copying, writing checks and the detailed treasurer's report.	1	1,600
Stenographer (6th Grade)..... Dictation and correspondence.	1	1,200
Junior Clerk (6th Grade)..... Posting card ledger accounts of reimbursing patients; general office duties.	1	900
Junior Clerk..... General utility clerk.	1	540
<b>5—BUREAU OF INSPECTION</b>		
Inspector of Buildings and Engineering (Exempt)..... Acting as consulting engineer; passes upon minor construction and repairs of heating plants or mechanical devices.	1	4,000
Inspector of Supplies (Exempt)..... Inspection of food and other supplies at hospitals.	1	4,000
Inspector of Manufacture and Industry (Exempt)..... Inspection of industries in the hospitals.	1	3,000

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>1—General Administration</b>		
<b>5—BUREAU OF INSPECTION — <i>Continued</i></b>		
Medical Inspector (12th Grade).....	1	\$4,500
Inspecting all State and private institutions quarterly; recommending issuance of license to private institutions; inspecting licensed institutions as to building equipment and condition of patients; investigating complaints relating to patients in private and public institutions; inspecting detention pavilions.		
<b>6—COMMITTEE ON JOINT PURCHASES</b>		
Committee.....	.....	.....
Meeting quarterly or oftener for the purpose of drawing up specifications of certain staple articles; preparation of bids to dealers and making contracts and recommending additional articles for the purchases. The five members of the committee are State employees and receive no extra compensation.		
Secretary (Exempt).....	1	*4,000
Receiving estimates of goods to be consumed; preparing under the direction of the committee, contracts and bids; notifying hospitals of contracts made and prices; general secretarial work.		
Chief Clerk (7th Grade).....	1	*1,500
Stenographer (6th Grade).....	1	*1,000
Stenographer (4th Grade).....	1	*720
Clerical and secretarial duties as assigned.		
Page (4th Grade).....	1	*720
Caring for supplies and samples; general office duties.		
<b>7—BUREAU OF COLLECTION OF FEES</b>		
Collecting Attorney (Exempt).....	1	2,500
Supervising the collecting of fees for the support of patients by means of monthly reports from hospitals of patients admitted and directing the collection of information relative to the economic status of patients by special agents, recommending the appointing of property committees and examining their reports.		
Special Agents @ \$5 per working day.....	.....	.....
Visiting patient's families to obtain information regarding their financial condition.		
<b>8—BUREAU OF STATISTICS AND EDITORIAL WORK</b>		
Statistician and Editor (11th Grade).....	1	3,000
Keeping records and medical history of patients; editing and compiling statistics for annual reports; editing and proofreading of the quarterly hospital bulletin handbook of department, directory, etc.		
Stenographer (5th Grade).....	1	800
Stenographic work as assigned.		

\* Salaries paid from general fund and assessed pro rata to hospitals.

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>1—General Administration—Continued</b>		
<b>9—BUREAU OF DEPORTATION</b>		
Medical Deputy in Charge (Exempt)..... General supervision of Bureau, examining insane, idiotic imbecile and epileptic immigrants and alien non-resident insane.	1	\$4,500
First Deputy Medical Examiner (11th Grade)..... Duties similar to those of deputy in charge.	1	3,000
Deputy Examiner (11th Grade)..... Assists deputies in charge.	1	2,500
Chief Transportation Agent (11th Grade)..... General charge of transportation matters.	1	2,500
General Interpreter and Transportation Agent (7th Grade).... Acting as interpreter and assisting in transportation matters.	1	1,500
Bookkeeper and Clerk (6th Grade)..... Keeping of accounts, etc.	1	1,200
Stenographer (6th Grade) @ \$1,200..... Stenographic work.	2	2,400
Interpreter (6th Grade)..... Acting as interpreter.	1	1,000
Transportation Agent (5th Grade)..... Performing services in escorting immigrants to their homes.	1	900

101

ECONOMY

H

MEDICAL DEPARTMENT  
FIRST ASSISTANT PHYSICIAN  
AND 13 EMPLOYEES \$16,312

WARD SERVICE  
DEPUTY SUPERVISOR AND  
EMPLOYEES \$76,644

PHARMACY  
1 PHARMACIST \$900

Reporting to the State Hospital

3

## STATE HOSPITAL COMMISSION — INSTITUTIONS

## UTICA STATE HOSPITAL

Chapter 27 of the Consolidated Laws, called the "Insanity Law," provides that a board of seven members of whom not less than two shall be women shall be appointed by the Governor, by and with the advice and consent of the Senate, for each of the State hospitals. The board is subject to the statutory powers of the Commission. The board of managers shall have the general direction and control of all property and internal affairs of the institutions. It shall take care of the general interests of the hospital, maintain an effective inspection and visit the hospital at least once each month, investigate the truth of all charges made against the superintendent or other officer or employee. The State Hospital Commission, pursuant to the regulations of the Civil Service Commission, shall appoint, subject to the approval of the board of managers, a superintendent, who may be removed by the board of managers for cause. The superintendent of each hospital shall be its chief executive officer, and shall maintain an effective supervision and inspection of all parts of the hospital and generally direct the care and treatment of the patients; appoint resident officers and employees.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—Administration . . . . .	7	.. . . .
2—General Supervision . . . . .	4	\$7,320
3—Medical Department . . . . .	221	93,856
4—Steward's Department . . . . .	140	77,632
Total on annual pay-roll basis . . . . .	365	*\$178,808

\* In addition to the amount shown above, paid for salaries and wages, maintenance valued by the hospital commission, at \$16.00 per month for ordinary employees, and at varying rates for officials and physicians, is furnished by the State to all hospital employees.

DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>1—UTICA STATE HOSPITAL</b>		
1—Administration.....	7	.....
<b>2—General Supervision</b>		
1—SUPERINTENDENT'S OFFICE.....	1	\$4,800
2—GENERAL OPERATING SERVICE.....	3	2,520
<b>3—Medical Department</b>		
1—OFFICE OF MEDICAL STAFF.....	14	16,312
2—WARD SERVICE.....	206	76,644
3—PHARMACY.....	1	900
<b>4—Steward's Department</b>		
1—SUPERVISION.....	1	2,300
2—STEWARD'S OFFICE.....	6	4,764
3—STOREROOM.....	2	1,440
4—DOMESTIC SERVICE.....	8	2,748
5—KITCHEN SERVICE.....	23	7,944
6—BAKERY SERVICE.....	2	1,356
7—MEAT CUTTING SERVICE.....	1	744
8—LAUNDRY SERVICE.....	9	3,516
9—ENGINEER'S DEPARTMENT.....	13	11,628
10—BUILDING DEPARTMENT.....	6	5,568
11—INDUSTRIAL DEPARTMENT.....	13	6,804
12—FARM AND GROUNDS DEPARTMENT.....	34	14,688
13—MANUFACTURING.....	22	14,132

# ORGANIZATION AND FUNCTIONS

563

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>1—UTICA STATE HOSPITAL</b>		
<b>1—Administration</b>		
Board of Managers.....	7	.....
<b>2—General Supervision</b>		
<b>1—SUPERINTENDENT'S OFFICE</b>		
Superintendent (12th Grade).....	1	\$4,800
<b>2—GENERAL OPERATING SERVICE</b>		
Training School Principal (9th Grade).....	1	1,200
Coachman.....	1	720
Watchman.....	1	600
<b>3—Medical Department</b>		
<b>1—OFFICE OF MEDICAL STAFF</b>		
First Assistant (11th Grade).....	1	2,800
Senior Assistant (10th Grade).....	1	2,200
Senior Assistant (10th Grade).....	1	2,000
Assistant Physician.....	1	1,200
Woman Physician (8th Grade).....	1	1,800
Interne @ \$1,000.....	3	3,000
Stenographer (5th Grade).....	1	816
Stenographer (5th Grade).....	1	780
Special Attendant.....	1	600
Special Attendant.....	1	516
Attendant @ \$300.....	2	600
<b>2—WARD SERVICE</b>		
Chief Supervisor.....	1	816
Supervisor.....	1	648
Supervisor.....	1	744
Supervisor.....	1	588
Supervisor.....	1	564
Charge Nurse, Day, Men, @ \$480 to \$564.....	13	7,176
Charge Nurse, Day, Women, @ \$420 to \$480.....	15	7,140
Charge Nurse, Night, Man.....	1	588
Charge Nurse, Night, Woman.....	1	504
Charge Nurse, Night, Woman.....	1	480
Charge Attendant, Day, Man.....	1	516
Charge Attendant, Day, Man.....	1	444
Charge Attendant, Night, Man.....	1	540
Charge Attendant, Night, Woman.....	1	444



TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>1—UTICA STATE HOSPITAL</b>		
<b>3—Medical Department</b>		
<b>2—WARD SERVICE — Continued</b>		
Nurse, Day, Men, @ \$420 to \$516 . . . . .	9	\$4,212
Nurse, Day, Women, @ \$360 to \$420 . . . . .	20	7,824
Nurse, Night, Man . . . . .	1	540
Nurse, Night, Woman . . . . .	1	432
Nurse, Night, Woman . . . . .	1	384
Attendant, Day, Men, @ \$312 to \$408 . . . . .	42	14,784
Attendant, Day, Women, @ \$228 to \$300 . . . . .	41	10,404
Dining Room Attendant @ \$228 to \$300 . . . . .	20	5,544
Attendant, Night, Men, @ \$336 to \$432 . . . . .	15	5,688
Attendant, Night, Women, @ \$252 to \$324 . . . . .	12	3,696
Special Attendant . . . . .	1	468
Scrub Woman @ \$408 . . . . .	2	816
Barber . . . . .	1	660
<b>3—PHARMACY</b>		
Pharmacist (5th Grade) . . . . .	1	900
<b>4—Steward's Department</b>		
<b>1—SUPERVISION</b>		
Steward (10th Grade) . . . . .	1	2,300
<b>2—STEWARD'S OFFICE</b>		
Bookkeeper (7th Grade) . . . . .	1	1,260
Accountant (6th Grade) . . . . .	1	1,080
Voucher Clerk (5th Grade) . . . . .	1	804
Stenographer (5th Grade) . . . . .	1	780
Truck Chauffeur . . . . .	1	588
Office Attendant . . . . .	1	252
<b>3—STOREROOM</b>		
Storekeeper (5th Grade) . . . . .	1	840
Special Attendant (3rd Grade) . . . . .	1	600
<b>4—DOMESTIC SERVICE</b>		
Housekeeper @ \$480 . . . . .	3	1,440
Waitress @ \$276 . . . . .	2	552
Waitress @ \$240 . . . . .	2	480
Chambermaid . . . . .	1	276

# ORGANIZATION AND FUNCTIONS

565

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>1—UTICA STATE HOSPITAL</b>		
<b>4—Steward's Department</b>		
<b>5—KITCHEN SERVICE</b>		
Head Cook @ \$660.....	3	\$1,980
Cook @ \$420.....	2	840
Assistant Cook @ \$360.....	4	1,440
Helper @ \$216 to \$300.....	14	3,684
<b>6—BAKERY SERVICE</b>		
Baker.....	1	816
Assistant Baker.....	1	540
<b>7—MEAT CUTTING SERVICE</b>		
Meat Cutter....	1	744
<b>8—LAUNDRY SERVICE</b>		
Overseer (5th Grade).....	1	780
Special Attendant.....	1	600
Head Laundress.....	1	420
Driver.....	1	396
Laundress @ \$264.....	5	1,320
<b>9—ENGINEER'S DEPARTMENT</b>		
Chief Engineer (8th Grade).....	1	1,560
Assistant Engineer, 1st (6th Grade).....	1	984
Assistant Engineer, 2nd (5th Grade).....	1	816
Assistant Engineer, 3rd (4th Grade).....	1	660
Fireman @ \$780.....	4	3,120
Electrical Engineer (6th Grade).....	1	1,200
Assistant Electrical Engineer, 1st (6th Grade).....	1	984
Plumber and Steamfitter @ \$936.....	2	1,872
Plumber's and Steamfitter's Helper.....	1	482
<b>10—BUILDING DEPARTMENT</b>		
Supervising Carpenter (7th Grade).....	1	1,320
Carpenter.....	1	816
Special Attendant.....	1	600
Painter.....	1	816
Tinsmith.....	1	816
Mason.....	1	1,200

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>1—UTICA STATE HOSPITAL</b>		
<b>4—Steward's Department</b>		
<b>11—INDUSTRIAL DEPARTMENT</b>		
Foreman. ....	1	\$768
Tailor. ....	1	768
Shoemaker. ....	1	768
Special Attendant @ \$420 to \$600. ....	8	3,924
Attendant. ....	1	300
Attendant. ....	1	276
<b>12—FARM AND GROUNDS DEPARTMENT</b>		
Herdsmen. ....	1	516
Herdsmen. ....	1	492
Driver @ \$396. ....	27	10,692
Laborer. ....	1	360
Gardener. ....	1	600
Gardener @ \$660. ....	2	1,320
Florist. ....	1	708
<b>13—MANUFACTURING</b>		
<b>1—PRINTING AND BINDING</b>		
Foreman. ....	1	1,440
Ruler. ....	1	972
Printer @ \$972. ....	4	3,888
Senior Press Feeder. ....	1	552
Junior Press Feeder @ \$480. ....	2	960
Binder. ....	1	924
Binder Helper. ....	1	480
Attendant. ....	1	300
<b>2—KNITTING</b>		
Foreman. ....	1	960
Knitter @ 264 to \$324. ....	6	1,728
<b>3—BRUSHBROOM AND MAT</b>		
Special Attendant. ....	1	728
<b>4—COFFEE AND SPICE</b>		
Roaster and Grinder. ....	1	630
Special Attendant. ....	1	516

## STATE HOSPITAL COMMISSION—INSTITUTIONS

## WILLARD STATE HOSPITAL

Chapter 27 of the Consolidated Laws, called the "Insanity Law," provides that a board of seven members of whom not less than two shall be women shall be appointed by the Governor, by and with the advice and consent of the Senate, for each of the State hospitals. The board is subject to the statutory powers of the Commission. The board of managers shall have the general direction and control of all property and internal affairs of the institutions. It shall take care of the general interests of the hospital, maintain an effective inspection and visit the hospital at least once each month, investigate the truth of all charges made against the superintendent or other officer or employee. The State Hospital Commission, pursuant to the regulations of the Civil Service Commission, shall appoint, subject to the approval of the board of managers, a superintendent, who may be removed by the board of managers for cause. The superintendent of each hospital shall be its chief executive officer, and shall maintain an effective supervision and inspection of all parts of the hospital and generally direct the care and treatment of the patients; appoint resident officers and employees.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—Administration . . . . .	6	.. . . .
2—General Supervision . . . . .	10	\$10,200
3—Medical Department . . . . .	284	128,276
4—Steward's Department . . . . .	214	104,924
Total on annual pay-roll basis . . . . .	508	*\$243,400

\* In addition to the amount shown above, paid for salaries and wages, maintenance valued by the hospital commission, at \$16.00 per month for ordinary employees, and at varying rates for officials and physicians, is furnished by the State to all hospital employees.

ORGANIZATION	Number of employees	Amount pay-roll basis
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>2—WILLARD STATE HOSPITAL</b>		
1—Administration .....	6	.....
2—General Supervision		
1—SUPERINTENDENT'S OFFICE .....	1	\$4,900
2—GENERAL OPERATING SERVICE .....	9	5,400
3—Medical Department		
1—OFFICE OF MEDICAL STAFF .....	18	22,860
2—WARD SERVICE .....	264	103,916
3—PHARMACY AND LABORATORY .....	2	1,500
4—Steward's Department		
1—SUPERVISION .....	1	2,300
2—STEWARD'S OFFICE .....	6	5,016
3—STOREROOM .....	2	1,740
4—DOMESTIC SERVICE .....	46	12,960
5—KITCHEN SERVICE .....	45	15,468
6—BAKERY SERVICE .....	3	1,776
7—MEAT CUTTING SERVICE .....	2	1,332
8—LAUNDRY SERVICE .....	17	5,880
9—ENGINEER'S DEPARTMENT .....	35	27,372
10—BUILDING DEPARTMENT .....	15	10,584
11—INDUSTRIAL DEPARTMENT .....	11	5,952
12—FARM AND GROUNDS DEPARTMENT .....	25	12,168
13—RAILWAY DEPARTMENT .....	6	2,376

# ORGANIZATION AND FUNCTIONS

569

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>2—WILLARD STATE HOSPITAL</b>		
<b>1—Administration</b>		
Board of Managers.....	6	.....
<b>2—General Supervision</b>		
<b>1—SUPERINTENDENT'S OFFICE</b>		
Medical Superintendent (12th Grade).....	1	\$4,800
<b>2—GENERAL OPERATING SERVICE</b>		
Assistant Principal of Training School.....	1	900
Watchman @ \$50 per month.....	5	3,000
Coachman.....	1	708
Driver @ \$33 per month.....	2	792
<b>3—Medical Department</b>		
<b>1—OFFICE OF MEDICAL STAFF</b>		
First Assistant Physician (11th Grade).....	1	2,800
Assistant Physician (9th Grade) @ \$2,000.....	3	6,000
Assistant Physician (8th Grade).....	1	1,800
Assistant Physician (7th Grade) @ \$1,400.....	3	4,200
Assistant Physician.....	1	1,200
Woman Physician (8th Grade).....	1	1,800
Medical Interne @ \$1,000.....	2	2,000
Stenographer (5th Grade).....	1	816
Teacher and Librarian.....	1	444
Special Attendant (Medical Clerks) @ \$516.....	2	1,032
Attendant.....	1	408
Attendant.....	1	360
<b>2—WARD SERVICE</b>		
Chief Supervisor.....	1	816
Supervisor.....	1	744
Supervisor @ \$588 to \$696.....	6	3,888
Charge Nurse, Day, Men, @ \$480 to \$564.....	20	11,064
Charge Nurse, Day, Women, @ \$432 to \$480.....	22	10,488
Charge Nurse, Night, Women, @ \$480 to \$504.....	3	1,488
Nurse, Day, Men, @ \$420 to \$516.....	7	3,180
Nurse, Day, Women, @ \$360 to \$420.....	15	5,880
Nurse, Night, Women @ \$384 to \$444.....	4	1,620
Charge Attendant, Day, Men, @ \$372 to \$516.....	12	5,928
Charge Attendant, Day, Women, @ \$360 to \$420.....	6	2,460
Charge Attendant, Night, Women.....	1	444

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>2—WILLARD STATE HOSPITAL</b>		
<b>3—Medical Department</b>		
<b>2—WARD SERVICE — <i>Continued</i></b>		
Day Attendant, Men, @ \$312 to \$408.....	73	\$27,044
Day Attendant, Women, @ \$228 to \$300.....	62	17,736
Attendant, Night, Men, @ \$360 to \$432.....	15	6,120
Attendant, Night, Women, @ \$276 to \$324.....	16	5,016
<b>3—PHARMACY AND LABORATORY</b>		
Pharmacist (5th Grade).....	1	900
Special Attendant.....	1	600
<b>4—Steward's Department</b>		
<b>1—SUPERVISION</b>		
Steward (10th Grade).....	1	2,300
<b>2—STEWARDS OFFICE</b>		
Bookkeeper (7th Grade).....	1	1,260
Accountant (6th Grade).....	1	1,080
Stenographer (5th Grade).....	1	840
Voucher Clerk (5th Grade).....	1	804
Special Attendant @ \$516.....	2	1,032
<b>3—STOREROOM</b>		
Storekeeper (6th Grade).....	1	1,140
Special Attendant.....	1	600
<b>4—DOMESTIC SERVICE</b>		
Housekeeper @ \$480.....	2	960
Waitress @ \$240 to \$276.....	2	516
Dining Room Service Attendant @ \$228 to \$300.....	25	6,852
Chambermaid @ \$240 to \$276.....	16	4,332
Janitress.....	1	300
<b>5—KITCHEN SERVICE</b>		
Chef (6th Grade).....	1	1,140
Head Cook.....	1	660
Cook @ \$420.....	7	2,940
Assistant Cook @ \$360.....	7	2,520
Kitchen Helper @ \$216 to \$360..	29	8,208

# ORGANIZATION AND FUNCTIONS

571

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>2—WILLARD STATE HOSPITAL</b>		
<b>4—Steward's Department</b>		
<b>6—BAKERY SERVICE</b>		
Baker .....	1	\$816
Assistant Baker .....	1	540
Baker's Helper .....	1	420
<b>7—MEAT CUTTING SERVICE</b>		
Meat Cutter .....	1	816
Meat Cutter (Special Attendant) .....	1	516
<b>8—LAUNDRY SERVICE</b>		
Overseer (5th Grade) .....	1	780
Head Laundress .....	1	420
Laundress @ \$264 .....	10	2,640
Charge Attendant .....	1	516
Attendant @ \$408 .....	3	1,224
Attendant .....	1	300
<b>9—ENGINEER'S DEPARTMENT</b>		
Chief Engineer (8th Grade) .....	1	1,560
First Assistant Engineer (6th Grade) .....	1	984
Second Assistant Engineer (5th Grade) @ \$816 .....	2	1,632
Assistant Electrical Engineer (5th Grade) @ \$816 .....	2	1,632
Lineman @ \$600 .....	2	1,200
Plumber .....	1	936
Plumber's Helper .....	1	432
Steamfitter @ \$936 .....	2	1,872
Fireman (12 hour day) @ \$780 .....	20	15,600
Fireman (Special Attendant) .....	1	600
Sewage Disposal Plant (Attendant) .....	1	408
Pilot Hospital Boat (Special Attendant) .....	1	516
<b>10—BUILDING DEPARTMENT</b>		
Supervising Carpenter .....	1	1,320
Carpenter @ \$816 .....	3	2,448
Carpenter (Special Attendant) .....	1	600
Painter .....	1	816
Painter (Special Attendant) @ \$408 to \$600 .....	3	1,608
Tinsmith .....	1	816
Tinsmith's Helper (Special Attendant) .....	1	600
Mason .....	1	660
Mason's Helper (Special Attendant) .....	1	600
Mechanic (Special Attendant) @ \$516 to \$600 .....	2	1,116



TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>2—WILLARD STATE HOSPITAL</b>		
<b>4—Steward's Department</b>		
<b>11—INDUSTRIAL DEPARTMENT</b>		
Foreman Tailor Shop.....	1	\$768
Tailor.....	1	768
Tailoress.....	1	516
Seamstress.....	1	516
Men's Clothing Clerk.....	1	600
Women's Clothing Clerk.....	1	516
Attendant @ \$300.....	3	900
Shoemaker.....	1	768
Basket and Broom Shop Attendant.....	1	600
<b>12—FARM AND GROUNDS DEPARTMENT</b>		
Farm Manager (5th Grade).....	1	900
Farmer.....	1	444
Herdsmen.....	1	516
Dairyman.....	1	600
Gardener.....	1	660
Florist.....	1	768
Laborer @ \$396.....	12	4,752
Blacksmith.....	1	816
Blacksmith's Helper.....	1	600
Attendant (Care of Grounds) @ \$312 to \$408.....	5	2,112
<b>13—RAILWAY DEPARTMENT</b>		
Engineer.....	1	660
Fireman.....	1	324
Conductor.....	1	540
Trainman.....	1	186
Brakeman.....	1	186
Trackman.....	1	480

## STATE HOSPITAL COMMISSION — INSTITUTIONS

## HUDSON RIVER STATE HOSPITAL

Chapter 27 of the Consolidated Laws, called the "Insanity Law," provides that a board of seven members of whom not less than two shall be women shall be appointed by the Governor, by and with the advice and consent of the Senate, for each of the State hospitals. The board is subject to the statutory powers of the Commission. The board of managers shall have the general direction and control of all property and internal affairs of the institutions. It shall take care of the general interests of the hospital, maintain an effective inspection and visit the hospital at least once each month, investigate the truth of all charges made against the superintendent or other officer or employee. The State Hospital Commission, pursuant to the regulations of the Civil Service Commission, shall appoint, subject to the approval of the board of managers, a superintendent, who may be removed by the board of managers for cause. The superintendent of each hospital shall be its chief executive officer, and shall maintain an effective supervision and inspection of all parts of the hospital and generally direct the care and treatment of the patients; appoint resident officers and employees.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—Administration .....	7	.....
2—General Supervision .....	15	\$13,512
3—Medical Department .....	417	176,732
4—Steward's Department .....	186	104,108
Total on annual pay-roll basis .....	618	*\$294,352

\* In addition to the amount shown above, paid for salaries and wages, maintenance valued by the hospital commission, at \$16.00 per month for ordinary employees, and at varying rates for officials and physicians, is furnished by the State to all hospital employees.

DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>3—HUDSON RIVER STATE HOSPITAL</b>		
1—Administration .....	7	.....
2—General Supervision		
1—SUPERINTENDENT'S OFFICE .....	1	\$4,800
2—GENERAL OPERATING SERVICE .....	14	8,712
3—Medical Department		
1—OFFICE OF MEDICAL STAFF .....	22	30,044
2—WARD SERVICE .....	394	145,788
3—PHARMACY .....	1	900
4—Steward's Department		
1—SUPERVISION .....	1	2,300
2—STEWARD'S OFFICE .....	6	5,472
3—STOREROOM .....	2	1,344
4—DOMESTIC SERVICE .....	27	9,696
5—KITCHEN SERVICE .....	37	16,608
6—BAKERY SERVICE .....	3	1,956
7—MEAT CUTTING SERVICE .....	2	1,356
8—LAUNDRY SERVICE .....	16	5,976
9—ENGINEER'S DEPARTMENT .....	33	25,128
10—BUILDING DEPARTMENT .....	20	14,088
11—INDUSTRIAL DEPARTMENT .....	11	6,060
12—FARM AND GROUNDS DEPARTMENT .....	28	14,124

# ORGANIZATION AND FUNCTIONS

575

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>3—HUDSON RIVER STATE HOSPITAL</b>		
<b>1—Administration</b>		
Board of Managers.....	7	.....
<b>2—General Supervision</b>		
<b>1—SUPERINTENDENT'S OFFICE</b>		
Medical Superintendent (12th Grade).....	1	\$4,800
<b>2—GENERAL OPERATING SERVICE</b>		
Principal of Training School (6th Grade).....	1	1,200
Watchman @ \$600.....	5	3,000
Coachman (In charge of stable).....	1	720
Stable Assistant (Special Attendant).....	1	600
Driver @ \$396.....	2	792
Chauffeur, Truck.....	1	600
Photographer (Special Attendant).....	1	600
Special Attendant @ \$600.....	2	1,200
<b>3—Medical Department</b>		
<b>1—OFFICE OF MEDICAL STAFF</b>		
First Assistant Physician (11th Grade).....	1	2,800
Senior Assistant Physicians (9th Grade) @ \$2,000.....	3	6,000
Senior Assistant Physician (Pathologist) (9th Grade).....	1	2,000
Senior Assistant Physician (8th Grade).....	1	1,800
Assistant Physician (8th Grade).....	1	1,600
Assistant Physicians (7th Grade) @ \$1,500.....	2	3,000
Assistant Physician (7th Grade).....	1	1,400
Assistant Physician.....	1	1,200
Woman Physician (7th Grade).....	1	1,600
Woman Physician (7th Grade).....	1	1,500
Woman Physician (7th Grade) @ \$1,400.....	2	2,800
Stenographer (5th Grade).....	1	780
Stenographer (5th Grade).....	1	732
Special Attendant (Medical Clerk).....	1	600
Special Attendant (Office Worker and Usher).....	1	600
Special Attendant (Typewriter).....	1	600
Special Attendant (Typewriter).....	1	516
Special Attendant (Index Clerk).....	1	516
<b>2—WARD SERVICE</b>		
Chief Supervisor.....	1	816
Chief Supervisor.....	1	744

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>3—HUDSON RIVER STATE HOSPITAL</b>		
<b>3—Medical Department</b>		
<b>2—WARD SERVICE—Continued</b>		
Supervisor @ \$744.....	3	\$2,232
Supervisor @ \$660.....	2	1,320
Supervisor.....	1	624
Charge Nurse, Day, Men, @ \$516 to \$564.....	10	5,568
Charge Nurse.....	1	480
Charge Nurse, Day, Women, @ \$408 to \$480.....	22	10,344
Charge Nurse, Night, Man.....	1	588
Charge Nurse, Night, Woman.....	1	480
Nurse, Day, Men @ \$420 to \$516.....	3	1,452
Nurse, Day, Women, @ \$360 to \$420.....	21	8,124
Nurse, Night, Man.....	1	444
Nurse, Night, Women @ \$408 to \$444.....	6	2,616
Charge Attendant, Day, Men @ \$444 to \$516.....	13	6,588
Charge Attendant, Day, Women @ \$408 to \$420.....	4	1,668
Charge Attendant, Night, Women @ \$444.....	4	1,776
Charge Attendant, Night, Man.....	1	540
Charge Attendant, Night, Man.....	1	516
Attendant, Day, Men @ \$312 to \$600.....	116	43,320
Attendant, Day, Women @ \$228 to \$300.....	111	30,036
Attendant, Night, Men @ \$336 to \$432.....	29	11,520
Attendant, Night, Women, @ \$252 to \$324.....	23	7,044
Special Attendant @ \$516.....	2	1,032
Dining Room Attendant @ \$228 to \$300.....	11	3,204
Barber @ \$540 and \$660.....	2	1,200
Special Attendant (Clothing Clerk) @ \$420 to \$600.....	3	1,512
<b>3—PHARMACY</b>		
Pharmacist (5th Grade).....	1	900
<b>4—Steward's Department</b>		
<b>1—SUPERVISION</b>		
Steward (10th Grade).....	1	2,300
<b>2—STEWARDS OFFICE</b>		
Hookkeeper (7th Grade).....	1	1,260
Accountant (6th Grade).....	1	1,080
Stenographer (6th Grade).....	1	960
Stenographer (5th Grade).....	1	840
Stenographer (5th Grade).....	1	732
Special Attendant (Clerk).....	1	600

# ORGANIZATION AND FUNCTIONS

577

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>3—HUDSON RIVER STATE HOSPITAL</b>		
<b>4—Steward's Department</b>		
<b>3—STOREROOM</b>		
Storekeeper (6th Grade).....	1	\$936
Attendant.....	1	408
<b>4—DOMESTIC SERVICE</b>		
Housekeeper @ \$480.....	2	960
Housekeeper.....	1	468
Housekeeper.....	1	288
Waitress and Chambermaid @ \$240 to \$276.....	23	7,980
<b>5—KITCHEN SERVICE</b>		
Chef (6th Grade).....	1	1,140
Head Cook @ \$660.....	7	4,620
Cook @ \$420.....	9	3,780
Assistant Cook @ \$360.....	10	3,600
Kitchen Helper @ \$324 to \$360.....	10	3,468
<b>6—BAKERY SERVICE</b>		
Baker.....	1	816
Assistant Baker.....	1	540
Baker's Helper (Special Attendant).....	1	600
<b>7—MEAT CUTTING SERVICE</b>		
Meat Cutter.....	1	816
Meat Cutter (Special Attendant).....	1	540
<b>8—LAUNDRY SERVICE</b>		
Laundry Supervisor (5th Grade).....	1	900
Special Attendant (Overseer's Attendant).....	1	600
Launderer @ \$420.....	4	1,680
Head Laundress.....	1	420
Laundress @ \$264.....	9	2,376
<b>9—ENGINEER'S DEPARTMENT</b>		
Chief Engineer (8th Grade).....	1	1,560
Engineer, 1st Assistant (6th Grade) @ \$984.....	2	1,968
Engineer, 2nd Assistant (5th Grade) @ \$816.....	2	1,632
Engineer, 3rd Assistant (4th Grade).....	1	660
Electrical Engineer (6th Grade).....	1	1,200
Lineman @ \$600.....	2	1,200

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>3—HUDSON RIVER STATE HOSPITAL</b>		
<b>4—Steward's Department</b>		
<b>9—ENGINEER'S DEPARTMENT — Continued</b>		
Special Attendant (Electric Worker).....	1	\$600
Attendant (Detailed) .....	1	408
Plumber and Steamfitter @ \$936.....	2	1,872
Plumber's Helper.....	1	384
Attendant (Detailed).....	1	408
Attendant (Detailed).....	1	336
Special Attendant (Repairing and Engineer's Helper).....	1	600
Special Attendant (Coal Passer).....	1	600
Fireman, Plumbing @ \$780.....	2	1,560
Fireman, Coal Storage.....	1	780
Fireman, Fire Marshal.....	1	780
Fireman, Twelve Hour Shift @ \$780.....	11	8,580
<b>10—BUILDING DEPARTMENT</b>		
<b>1—CARPENTER SHOP</b>		
Supervising Carpenter.....	1	1,320
Head Carpenter.....	1	936
Carpenter, @ \$816.....	4	3,264
Special Attendant.....	1	600
<b>2—PAINT SHOP</b>		
Painter.....	1	816
Special Attendant @ \$540 to \$600.....	5	2,904
Attendant.....	1	312
<b>3—BLACKSMITH SHOP</b>		
Blacksmith.....	1	816
Special Attendant.....	1	600
<b>4—MASONRY SHOP</b>		
Mason.....	1	960
Special Attendant @ \$600.....	2	1,200
Laborer.....	1	360
<b>11—INDUSTRIAL DEPARTMENT</b>		
Foreman.....	1	768
Tailor.....	1	768
Tailoress @ \$516.....	2	1,032
Shoemaker.....	1	768

# ORGANIZATION AND FUNCTIONS

579

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>3—HUDSON RIVER STATE HOSPITAL</b>		
<b>4—Steward's Department</b>		
<b>11—INDUSTRIAL DEPARTMENT — Continued</b>		
Attendant (Shoemaker).....	1	\$408
Mattress Maker (Special Attendant).....	1	600
Special Attendant (Dressmaker).....	1	516
Special Attendant.....	1	600
Attendant @ \$300.....	2	600
<b>12—FARM AND GROUNDS DEPARTMENT</b>		
Head Farmer.....	1	816
Farmer @ \$516.....	3	1,548
Dairyman.....	1	660
Driver @ \$396.....	10	3,960
Gardener @ \$660.....	2	1,320
Florist.....	1	768
Laborer @ \$360.....	2	720
Fireman, Twelve Hour Shifts.....	1	780
Special Attendant @ \$600.....	4	2,400
Attendant @ \$408.....	2	816
Attendant.....	1	336



## STATE HOSPITAL COMMISSION—INSTITUTIONS

## MIDDLETOWN STATE HOMEOPATHIC HOSPITAL

Chapter 27 of the Consolidated Laws, called the "Insanity Law," provides that a board of seven members of whom not less than two shall be women shall be appointed by the Governor, by and with the advice and consent of the Senate, for each of the State hospitals. The board is subject to the statutory powers of the Commission. The board of managers shall have the general direction and control of all property and internal affairs of the institution. It shall take care of the general interests of the hospital, maintain an effective inspection and visit the hospital at least once each month, investigate the truth of all charges made against the superintendent or other officer or employee. The State Hospital Commission, pursuant to the regulations of the Civil Service Commission, shall appoint, subject to the approval of the board of managers, a superintendent who may be removed by the board of managers for cause. The superintendent of each hospital shall be its chief executive officer, and shall maintain an effective supervision and inspection of all parts of the hospital and generally direct the care and treatment of the patients, appoint resident officers and employees.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—Administration .....	7	.....
2—General Supervision .....	8	\$8,924
3—Medical Department .....	297	118,816
4—Steward's Department .....	131	70,160
Total on annual pay-roll basis .....	436	*\$197,900

\* In addition to the amount shown above, paid for salaries and wages, maintenance valued by the hospital commission, at \$16.00 per month for ordinary employees, and at varying rates for officials and physicians, is furnished by the State to all hospital employees.

DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>4—MIDDLETOWN STATE HOMEOPATHIC HOSPITAL</b>		
1—Administration.....	7	.....
2—General Supervision		
1—SUPERINTENDENT'S OFFICES.....	1	\$4,700
2—GENERAL OPERATING SERVICE.....	7	4,224
3—Medical Department		
1—OFFICE OF MEDICAL STAFF.....	17	20,044
2—WARD SERVICE.....	278	97,428
3—PHARMACY AND LABORATORY.....	2	1,344
4—Steward's Department		
1—SUPERVISION.....	1	2,300
2—STEWARD'S OFFICE.....	5	4,200
3—STOREROOM.....	4	2,244
4—DOMESTIC SERVICE.....	14	4,320
5—KITCHEN SERVICE.....	27	11,532
6—BAKERY SERVICE.....	4	2,532
7—MEAT CUTTING SERVICE.....	2	1,416
8—LAUNDRY SERVICE.....	17	6,084
9—ENGINEER'S DEPARTMENT.....	18	14,784
10—BUILDING DEPARTMENT.....	12	8,472
11—INDUSTRIAL DEPARTMENT.....	4	2,208
12—FARM AND GROUNDS DEPARTMENT.....	23	10,068

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>4—MIDDLETOWN STATE HOMEOPATHIC HOSPITAL</b>		
<b>1—Administration</b>		
Board of Managers.....	7	.....
<b>2—General Supervision</b>		
<b>1—SUPERINTENDENT'S OFFICE</b>		
Medical Superintendent (12th Grade).....	1	\$4,700
<b>2—GENERAL OPERATING SERVICE</b>		
Matron.....	1	852
Coachman (Superintendent's Chauffeur).....	1	684
Watchman @ \$600.....	3	1,800
Physical Instructor (Special Attendant).....	1	492
Driver.....	1	396
<b>3—Medical Department</b>		
<b>1—OFFICE OF MEDICAL STAFF</b>		
First Assistant Physician (11th Grade).....	1	2,800
Senior Assistant Physician (8th Grade) @ \$1,800.....	2	3,600
Assistant Physician (7th Grade).....	1	1,400
Assistant Physician (7th Grade).....	1	1,300
Assistant Physician (7th Grade) @ \$1,200.....	3	3,600
Woman Physician (7th Grade).....	1	1,500
Medical Interne @ \$1,000.....	3	3,000
Stenographer (5th Grade) @ \$816.....	2	1,632
Special Attendant (File and Mail Clerk).....	1	468
Special Attendant (Stenographer).....	1	444
Attendant (Usher).....	1	300
<b>2—WARD SERVICE</b>		
Supervisor.....	1	744
Supervisor, Women, @ \$660.....	2	1,320
Supervisor, Women, @ \$612.....	1	612
Supervisor, Women.....	1	516
Charge Nurse Day, Men @ \$528 to \$564.....	13	7,140
Charge Nurse Day, Women, @ \$408 to \$480.....	19	8,820
Charge Nurse, Night, Man.....	1	588
Charge Nurse, Night, Man.....	1	504
Charge Nurse, Night, Women, @ \$432 to \$504.....	5	2,424
Nurse, Day, Men.....	1	420
Nurse, Day, Women @ \$360.....	2	720
Nurse, Night, Woman.....	1	444

# ORGANIZATION AND FUNCTIONS

583

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>4—MIDDLETOWN STATE HOMEOPATHIC HOSPITAL</b>		
<b>3—Medical Department</b>		
<b>2—WARD SERVICE — <i>Continued</i></b>		
Charge Attendant, Day, Man.....	1	\$516
Charge Attendant, Day, Women @ \$360 to \$420.....	12	4,644
Charge Attendant, Night, Men, @ \$444 to \$540.....	4	2,016
Charge Attendant, Night, Women, @ \$384 to \$444.....	7	2,904
Attendant, Day, Men, @ \$312 to \$408.....	64	22,896
Attendant, Day, Women, @ \$228 to \$300.....	94	24,816
Attendant, Dining Room, @ \$228 to \$300.....	9	2,532
Attendant, Night, Men, @ \$336 to \$432.....	14	5,256
Attendant, Night, Women, @ \$252 to \$324.....	24	6,936
Barber.....	1	660
<b>3—PHARMACY AND LABORATORY</b>		
Pharmacist (5th Grade).....	1	900
Special Attendant (Laboratory).....	1	444
<b>4—Steward's Department</b>		
<b>1—SUPERVISION</b>		
Steward (10th Grade).....	1	2,300
<b>2—STEWARDS OFFICE</b>		
Bookkeeper (7th Grade).....	1	1,212
Accountant (6th Grade).....	1	1,032
Voucher and Treasurer's Clerk (4th Grade).....	1	684
Stenographer (4th Grade).....	1	684
Special Attendant (3rd Grade).....	1	588
<b>3—STOREROOM</b>		
Storekeeper.....	1	840
Special Attendant.....	1	588
Attendant @ \$408.....	2	816
<b>4—DOMESTIC SERVICE</b>		
Housekeeper @ \$480.....	2	960
Housekeeper.....	1	444
Chambermaid @ \$240 to \$276.....	11	2,916
<b>5—KITCHEN SERVICE</b>		
Chef (6th Grade).....	1	1,140
Head Cook @ \$660.....	3	1,980
Cook @ \$420.....	6	2,520
Assistant Cook.....	1	360
Kitchen Helper @ \$300 to \$360.....	16	5,532

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>4—MIDDLETOWN STATE HOMEOPATHIC HOSPITAL</b>		
<b>4—Steward's Department</b>		
<b>6—BAKERY SERVICE</b>		
Baker.....	1	\$816
Assistant Baker.....	1	540
Special Attendant @ \$588.....	2	1,176
<b>7—MEAT CUTTING SERVICE</b>		
Meat Cutter.....	1	816
Special Attendant.....	1	600
<b>8—LAUNDRY SERVICE</b>		
Overseer (5th Grade).....	1	780
Special Attendant.....	1	600
Special Attendant.....	1	540
Launderer.....	1	420
Head Laundress.....	1	420
Launderer.....	1	420
Laundress @ \$264.....	11	2,904
<b>9—ENGINEER'S DEPARTMENT</b>		
<b>1—SUPERVISION</b>		
Chief Engineer (8th Grade).....	1	1,560
<b>2—STEAM</b>		
First Assistant Engineer (6th Grade).....	1	984
Fireman @ \$780.....	8	6,240
Attendant.....	1	336
<b>3—ELECTRICAL</b>		
Electrical Engineer (6th Grade).....	1	1,200
Assistant Electrical Engineer (5th Grade) @ \$816.....	2	1,632
<b>4—MECHANICS</b>		
Steamfitter @ \$936.....	2	1,872
Steamfitter's Helper @ \$456 to \$504.....	2	960
<b>10—BUILDING DEPARTMENT</b>		
Head Carpenter (6th Grade).....	1	936
Special Attendant @ \$600.....	3	1,800
Special Attendant.....	1	588

# ORGANIZATION AND FUNCTIONS

585

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>4—MIDDLETOWN STATE HOMEOPATHIC HOSPITAL</b>		
<b>4—Steward's Department</b>		
<b>10—BUILDING DEPARTMENT—Continued</b>		
Painter.....	1	\$816
Special Attendant.....	1	600
Special Attendant.....	1	516
Mason.....	1	900
Mason @ \$750.....	2	1,500
Tinsmith.....	1	816
<b>11—INDUSTRIAL DEPARTMENT</b>		
Tailor.....	1	768
Attendant.....	1	408
Special Attendant.....	1	516
Special Attendant (Dressmaker).....	1	516
<b>12—FARM AND GROUNDS DEPARTMENT</b>		
Head Farmer.....	1	792
Herdsmen.....	1	516
Farmer.....	1	420
Driver @ \$396.....	6	2,376
Gardener.....	1	660
Florist.....	1	768
Laborer @ \$360.....	8	2,880
Attendant.....	1	408
Attendant.....	1	336
Attendant.....	1	312
Blacksmith and Wagon Maker (Special Attendant).....	1	600

## STATE HOSPITAL COMMISSION — INSTITUTIONS

## BUFFALO STATE HOSPITAL

Chapter 27 of the Consolidated Laws, called the "Insanity Law," provides that a board of seven members of whom not less than two shall be women shall be appointed by the Governor, by and with the advice and consent of the Senate, for each of the State hospitals. The board is subject to the statutory powers of the Commission. The board of managers shall have the general direction and control of all property and internal affairs of the institution. It shall take care of the general interests of the hospital, maintain an effective inspection and visit the hospital at least once each month, investigate the truth of all charges made against the superintendent or other officer or employee. The State Hospital Commission, pursuant to the regulations of the Civil Service Commission, shall appoint, subject to the approval of the board of managers, a superintendent, who may be removed by the board of managers for cause. The superintendent of each hospital shall be its chief executive officer, and shall maintain an effective supervision and inspection of all parts of the hospital and generally direct the care and treatment of the patients; appoint resident officers and employees.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—Administration.....	7	.....
2—General Supervision.....	9	\$9,660
3—Medical Department.....	263	119,392
4—Steward's Department.....	115	61,268
Total on annual pay-roll basis.....	387	*\$190,320

\* In addition to the amount shown above, paid for salaries and wages, maintenance valued by the hospital commission, at \$16.00 per month for ordinary employees, and at varying rates for officials and physicians, is furnished by the State to all hospital employees.

# ORGANIZATION AND FUNCTIONS

587

DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>5—BUFFALO STATE HOSPITAL</b>		
1—Administration.....	7	.....
2—General Supervision		
1—SUPERINTENDENT'S OFFICE.....	1	\$4,800
2—GENERAL OPERATING SERVICE.....	8	4,880
3—Medical Department		
1—OFFICE OF MEDICAL STAFF.....	18	22,936
2—WARD SERVICE.....	211	85,692
3—DINING ROOM SERVICE.....	31	8,748
4—PHARMACY AND LABORATORY.....	3	2,016
4—Steward's Department		
1—SUPERVISION.....	1	2,300
2—STEWARD'S OFFICE.....	7	5,280
3—STOREROOM.....	2	1,488
4—DOMESTIC SERVICE.....	16	4,992
5—KITCHEN SERVICE.....	24	10,176
6—BAKERY SERVICE.....	2	1,356
7—MEAT CUTTER.....	1	816
8—LAUNDRY SERVICE.....	15	5,184
9—ENGINEER'S DEPARTMENT.....	22	15,300
10—BUILDING DEPARTMENT.....	8	5,892
11—INDUSTRIAL DEPARTMENT.....	10	4,752
12—FARM AND GROUNDS DEPARTMENT.	7	3,732



TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>5—BUFFALO STATE HOSPITAL</b>		
<b>1—Administration</b>		
Board of Managers.....	7	.....
<b>2—General Supervision</b>		
<b>1—SUPERINTENDENT'S OFFICE</b>		
Superintendent, Medical.....	1	\$4,800
<b>2—GENERAL OPERATING SERVICE</b>		
Supervisor (Charge of halls and offices).....	1	744
Coachman (Superintendent's Chauffeur).....	1	720
Policeman and Transfer Agent (Special Attendant).....	1	600
Watchman @ \$600.....	4	2,400
Driver.....	1	396
<b>3—Medical Department</b>		
<b>1—OFFICE OF MEDICAL STAFF</b>		
First Assistant Physician (11th Grade).....	1	2,800
Senior Physician (10th Grade).....	1	2,200
Senior Physician @ \$2,000 (9th Grade).....	3	6,000
Senior Physician (8th Grade).....	1	1,800
Woman Physician (8th Grade).....	1	1,800
Assistant Physician (7th Grade).....	1	1,400
Assistant Physician @ \$1,200.....	2	2,400
Stenographer @ \$816 (5th Grade).....	2	1,632
Special Attendant.....	1	468
Nurse.....	1	420
Special Attendant (Telephone) @ \$600.....	2	1,200
Attendant.....	1	300
Special Library Attendant.....	1	516
<b>2—WARD SERVICE</b>		
Chief Supervisor @ \$816.....	2	1,632
Chief Supervisor @ \$744.....	2	1,488
Supervisor.....	1	744
Supervisor @ \$660.....	2	1,320
Charge Nurse, Day, Men, @ \$564.....	11	6,204
Charge Nurse, Day, Man.....	1	552
Charge Nurse, Day, Man.....	1	528
Charge Nurse, Day, Man.....	1	504
Charge Nurse, Day, Women @ \$480.....	16	7,680
Charge Nurse, Day, Woman.....	1	432

# ORGANIZATION AND FUNCTIONS

589

TITLES FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>5—BUFFALO STATE HOSPITAL</b>		
<b>3—Medical Department</b>		
<b>2—WARD SERVICE — <i>Continued</i></b>		
Charge Nurse, Day, Woman.....	1	\$408
Charge Nurse, Night, Man.....	1	588
Charge Nurse, Night, Women @ \$504.....	2	1,008
Charge Nurse, Night, Woman.....	1	480
Charge Nurse, Night, Women, @ \$456.....	2	912
Nurse, Day, Men, @ \$516.....	5	2,580
Nurse, Day, Man.....	1	468
Nurse, Day, Men, @ \$420.....	5	2,100
Nurse, Day, Women, @ \$420.....	8	3,360
Nurse, Day, Women, @ \$408.....	5	2,040
Nurse, Day, Woman.....	1	384
Nurse, Day, Women, @ \$360.....	13	4,680
Nurse, Night, Women, @ \$444.....	4	1,776
Nurse, Night, Women, @ \$432.....	3	1,296
Nurse, Night, Woman.....	1	384
Chief Attendant, Day, Men, @ \$516.....	2	1,032
Chief Attendant, Night, Men, @ \$444 to \$540.....	5	2,532
Chief Attendant, Night, Women, @ \$384.....	2	768
Attendant, Day, Men, @ \$312 to \$408.....	45	15,912
Attendant, Day, Women, @ \$228 to \$300.....	40	10,944
Attendant, Night, Men, @ \$336 to \$432.....	11	4,344
Attendant, Night, Women, @ \$252 to \$324.....	8	2,376
Barber, @ \$660.....	2	1,320
Special Attendant.....	1	600
Photographer (Special Attendant).....	1	600
Bath Master (Special Attendant), also autopsies.....	1	600
Clothing Clerk, Special Attendant, Man.....	1	600
Clothing Clerk, Special Attendant, Women.....	1	516
<b>3—DINING ROOM SERVICE</b>		
Dining Room Attendant, @ \$300.....	31	8,748
<b>4—PHARMACY AND LABORATORY</b>		
Pharmacist (5th Grade).....	1	900
Special Attendant (Assistant Pharmacist).....	1	600
Special Attendant (Laboratory).....	1	516
<b>4—Steward's Department</b>		
<b>1—SUPERVISION</b>		
Steward (10th Grade).....	1	2,300

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>5—BUFFALO STATE HOSPITAL</b>		
<b>4—Steward's Department</b>		
<b>2—STEWARD'S OFFICE</b>		
Accountant (6th Grade).....	1	\$1,080
Stenographer (5th Grade).....	1	912
Stenographer (5th Grade).....	1	816
Stenographer (6th Grade).....	1	732
Voucher and Treasurer Clerk (5th Grade).....	1	780
Special Attendant (Clerk).....	1	444
Special Attendant (Clerk).....	1	516
<b>3—STOREROOM</b>		
Storekeeper (5th Grade).....	1	888
Special Attendant.....	1	600
<b>4—DOMESTIC SERVICE</b>		
Waitress (Superintendent's House).....	1	276
Chambermaid (Superintendent's House).....	1	276
Housekeeper (Steward's House).....	1	420
Housekeeper (Staff House).....	1	420
Waitress.....	1	276
Chambermaid, @ \$276.....	2	552
Chambermaid.....	1	264
Chambermaid.....	1	240
Special Attendant (Amusement and Chapel Halls).....	1	600
Housekeeper (Employees' Home).....	1	480
Chambermaid (Employees' Home).....	1	144
Chambermaid (Employees' Home).....	1	144
Attendant, Day, Women, @ \$300 (Employees' Home).....	3	900
<b>5—KITCHEN SERVICE</b>		
Chef (6th Grade).....	1	1,140
Head Cook, @ \$660.....	3	1,980
Cook, @ \$420.....	7	2,940
Assistant Cook, @ \$360.....	2	720
Kitchen Helper, @ \$240 to \$360.....	11	3,396
<b>6—BAKERY SERVICE</b>		
Baker.....	1	816
Assistant Baker.....	1	540
<b>7—MEAT CUTTER</b>		
Meat Cutter.....	1	816

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>5—BUFFALO STATE HOSPITAL</b>		
<b>4—Steward's Department</b>		
<b>8—LAUNDRY SERVICE</b>		
Overseer .....	1	\$780
Special Attendant .....	1	564
Launderer .....	1	420
Head Laundress .....	1	420
Attendant, Day, Man .....	1	360
Laundress, @ \$264 .....	10	2,640
<b>9—ENGINEER'S DEPARTMENT</b>		
Chief Engineer (8th Grade) .....	1	1,560
First Assistant Engineer (6th Grade) .....	1	984
Second Assistant Engineer (5th Grade) .....	1	816
Fireman (twelve hours per day), @ \$780 .....	5	3,900
Laborer, @ \$360 .....	6	1,560
Electrical Engineer (6th Grade) .....	1	1,200
First Assistant Electrical Engineer (6th Grade) .....	1	984
Second Assistant Electrical Engineer (5th Grade) .....	1	816
Lineman .....	1	600
Steamfitter .....	1	936
Plumber .....	1	936
Plumber's Helper .....	1	504
Steamfitter's Helper .....	1	504
<b>10—BUILDING DEPARTMENT</b>		
Head Carpenter .....	1	936
Carpenter, @ \$816 .....	2	1,632
Painter, @ \$816 .....	2	1,632
Painter's Helper .....	1	60
Mason .....	1	816
Tinsmith .....	1	816
<b>11—INDUSTRIAL DEPARTMENT</b>		
Foreman .....	1	768
Tailor .....	1	768
Shoemaker .....	1	768
Sewing Room (Special Attendant), @ \$516 .....	2	1,032
Seamstress .....	1	216
Attendant, @ \$300 .....	4	1,200
<b>12—FARM AND GROUNDS DEPARTMENT</b>		
Head Farmer .....	1	816
Farmer .....	1	468
Laborer, @ \$360 .....	3	1,080
Gardener .....	1	600
Florist .....	1	768

## STATE HOSPITAL COMMISSION — INSTITUTIONS

## BINGHAMTON STATE HOSPITAL

Chapter 27 of the Consolidated Laws, called the "Insanity Law," provides that a board of seven members of whom not less than two shall be women shall be appointed by the Governor, by and with the advice and consent of the Senate, for each of the State hospitals. The board is subject to the statutory powers of the Commission. The board of managers shall have the general direction and control of all property and internal affairs of the institution. It shall take care of the general interests of the hospital, maintain an effective inspection and visit the hospital at least once each month, investigate the truth of all charges made against the superintendent or other officer or employee. The State Hospital Commission, pursuant to the regulations of the Civil Service Commission, shall appoint, subject to the approval of the board of managers, a superintendent, who may be removed by the board of managers for cause. The superintendent of each hospital shall be its chief executive officer, and shall maintain an effective supervision and inspection of all parts of the hospital and generally direct the care and treatment of the patients; appoint resident officers and employees.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—Administration.....	7	.....
2—General Supervision.....	9	\$9,876
3—Medical Department.....	346	148,744
4—Steward's Department.....	150	77,476
Total on annual pay-roll basis.....	505	*\$236,096

\* In addition to the amount shown above, paid for salaries and wages, maintenance valued by the hospital commission, at \$16.30 per month for ordinary employees, and at varying rates for officials and physicians, is furnished by the State to all hospital employees.

DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>6—BINGHAMTON STATE HOSPITAL</b>		
1—Administration.....	7	.....
<b>2—General Supervision</b>		
1—SUPERINTENDENT'S OFFICE.....	1	\$4,800
2—GENERAL OPERATING SERVICE.....	8	5,076
<b>3—Medical Department</b>		
1—OFFICE OF MEDICAL STAFF.....	19	23,980
2—WARD SERVICE.....	324	122,880
3—PHARMACY AND LABORATORY.....	3	1,884
<b>4—Steward's Department</b>		
1—SUPERVISION.....	1	2,200
2—STEWARD'S OFFICE.....	4	3,996
3—STOREROOM.....	3	2,136
4—DOMESTIC SERVICE.....	14	4,284
5—KITCHEN SERVICE.....	34	11,952
6—BAKERY SERVICE.....	3	1,896
7—MEAT CUTTING SERVICE.....	1	816
8—LAUNDRY SERVICE.....	16	5,676
9—ENGINEER'S DEPARTMENT.....	26	18,444
10—BUILDING DEPARTMENT.....	11	8,028
11—INDUSTRIAL DEPARTMENT.....	11	4,860
12—FARM AND GROUNDS DEPARTMENT.....	28	18,188

TITLES, FUNCTIONS AND ACTIVITIES	No. em ployees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>6—BINGHAMTON STATE HOSPITAL</b>		
<b>1—Administration</b>		
Board of Managers.....	7	.....
<b>2—General Supervision</b>		
<b>1—SUPERINTENDENT'S OFFICE</b>		
Medical Superintendent (12th Grade).....	1	\$4,800
<b>2—GENERAL OPERATING SERVICES</b>		
Principal of Training School (6th Grade).....	1	1,200
Coachman (Superintendent's Chauffeur).....	1	720
Watchman, @ \$600.....	4	2,400
Driver.....	1	396
Dispensary Attendant.....	1	360
<b>3—Medical Department</b>		
<b>1—OFFICE OF MEDICAL STAFF</b>		
First Assistant Physician (11th Grade).....	1	2,800
Senior Assistant Physician (9th Grade).....	1	2,100
Senior Assistant Physician (9th Grade), @ \$2,000.....	2	4,000
Woman Physician (8th Grade).....	1	1,800
Assistant Physician (7th Grade), @ \$1,400.....	4	5,600
Assistant Physician (6th Grade), @ \$1,200.....	2	2,400
Stenographer (6th Grade).....	1	960
Stenographer (5th Grade), @ \$816.....	2	1,632
Stenographer (5th Grade).....	1	756
Special Attendant (Post-office).....	1	600
Special Attendant (Telephone).....	1	600
Attendant (Clerk).....	1	300
Attendant (Telephone, night).....	1	432
<b>2—WARD SERVICE</b>		
Chief Supervisor.....	1	816
Supervisor, @ \$516 to \$744.....	8	5,196
Charge Nurse, Day, Men, @ \$528 to \$564.....	13	7,272
Charge Nurse, Day, Women, @ \$408 to \$480.....	14	6,432
Charge Nurse, Night, Men, @ \$504 to \$588.....	3	1,620
Charge Nurse, Night, Women, @ \$432 to \$504.....	4	1,872
Nurse, Day, Men, @ \$420 to \$432.....	4	1,704
Nurse, Day, Women, @ \$360 to \$420.....	5	1,884
Nurse, Night, Man.....	1	468
Nurse, Night, Woman.....	1	384

# ORGANIZATION AND FUNCTIONS

595

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>6—BINGHAMTON STATE HOSPITAL</b>		
<b>3—Medical Department</b>		
<b>2—WARD SERVICE—Continued</b>		
Charge Attendant, Day, Men, @ \$429 to \$516.....	20	\$9,576
Charge Attendant, Day, Women, @ \$360 to \$420.....	10	4,068
Charge Attendant, Night, Men, @ \$444 to \$540.....	11	5,460
Charge Attendant, Night, Women, @ \$384 to \$444.....	6	2,532
Attendant, Day, Men, @ \$312 to \$408.....	104	36,048
Attendant, Day, Women, @ \$228 to \$300.....	81	21,660
Attendant, Night, Men, @ \$336 to \$432.....	17	6,576
Attendant, Night, Women, @ \$252 to \$324.....	10	3,072
Barber, @ \$660.....	2	1,320
Special Attendant.....	1	564
Photography (Special Attendant).....	1	600
Hydrotherapy (Special Attendant), @ \$492 to \$600.....	4	2,208
Special Attendant, @ \$516.....	3	1,548
<b>3—Pharmacy and Laboratory</b>		
Pharmacist.....	1	900
Special Attendant, @ \$420 to \$564.....	2	984
<b>4—Steward's Department</b>		
<b>1—SUPERVISION</b>		
Steward (10th Grade).....	1	2,200
<b>2—STEWARD'S OFFICE</b>		
Bookkeeper (7th Grade).....	1	1,260
Stenographer (6th Grade), @ \$960.....	2	1,920
Stenographer (6th Grade).....	1	816
<b>3—STOREROOM</b>		
Storekeeper (6th Grade).....	1	1,020
Special Attendant, @ \$516 to \$600.....	2	1,116
<b>4—DOMESTIC SERVICE</b>		
Housekeeper, @ \$480.....	2	960
Housekeeper.....	1	444
Waitress, @ \$276.....	2	552
Waitress.....	1	264
Chambermaid, @ \$240 to \$276.....	8	2,064



TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>6—BINGHAMTON STATE HOSPITAL</b>		
<b>4—Steward's Department</b>		
<b>5—KITCHEN SERVICE</b>		
Chef (6th Grade).....	1	\$1,140
Head Cook, @ \$660.....	2	1,320
Cook, @ \$420.....	7	2,940
Assistant Cook, @ \$360.....	6	1,560
Kitchen Helper, @ \$216 to \$360.....	18	4,992
<b>6—BAKERY SERVICE</b>		
Baker.....	1	816
Assistant Baker, @ \$540.....	2	1,080
<b>7—MEAT CUTTING SERVICE</b>		
Meatcutter.....	1	816
<b>8—LAUNDRY SERVICE</b>		
Overseer.....	1	780
Special Attendant.....	1	600
Launderer, @ \$420.....	2	840
Head Laundress.....	1	420
Driver.....	1	396
Laundress, @ \$264.....	10	2,640
<b>9—ENGINEER'S DEPARTMENT</b>		
Chief Engineer (8th Grade).....	1	1,560
Electrical Engineer (6th Grade).....	1	1,200
First Assistant Engineer (6th Grade), @ \$984.....	2	1,968
Steamfitter, @ \$936.....	2	1,872
Plumber.....	1	936
Assistant Engineer (5th Grade), @ \$816.....	2	1,632
Fireman (twelve hours a day), @ \$780.....	2	1,560
Fireman (eight hours a day), @ \$540.....	12	6,480
Special Attendant.....	1	516
Plumber's Helper, @ \$360.....	2	720
<b>10—BUILDING DEPARTMENT</b>		
Supervising Carpenter (7th Grade).....	1	1,320
Carpenter, @ \$816.....	2	1,632
Attendant, @ \$408.....	2	816
Attendant.....	1	312
Painter.....	1	816
Special Attendant.....	1	600

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>6—BINGHAMTON STATE HOSPITAL</b>		
<b>4—Steward's Department</b>		
<b>10—BUILDING DEPARTMENT—Continued</b>		
Tinsmith.....	1	\$816
Mason.....	1	900
Blacksmith.....	1	816
<b>11—INDUSTRIAL DEPARTMENT</b>		
Foreman.....	1	768
Special Attendant.....	1	600
Shoemaker.....	1	660
Special Attendant, @ \$516 (Tailoring).....	2	1,032
Attendant, @ \$300 (Tailoring).....	6	1,800
<b>12—FARM AND GROUNDS DEPARTMENT</b>		
Head Farmer.....	1	816
Special Attendant.....	1	600
Special Attendant (Drives Motor Truck).....	1	516
Farmer.....	1	516
Farmer.....	1	420
Dairyman.....	1	660
Driver, @ \$396.....	12	4,752
Herdsmen.....	1	516
Attendant, @ \$408.....	2	816
Attendant, @ \$312.....	3	936
Gardener.....	1	660
Special Attendant.....	1	540
Florist.....	1	768
Supervisor of Grounds.....	1	672

## STATE HOSPITAL COMMISSION — INSTITUTIONS

## ST. LAWRENCE STATE HOSPITAL

Chapter 27 of the Consolidated Laws, called the "Insanity Law," provides that a board of seven members of whom not less than two shall be women shall be appointed by the Governor, by and with the advice and consent of the Senate, for each of the State hospitals. The board is subject to the statutory powers of the Commission. The board of managers shall have the general direction and control of all property and internal affairs of the institution. It shall take care of the general interests of the hospital, maintain an effective inspection and visit the hospital at least once each month, investigate the truth of all charges made against the superintendent or other officer or employee. The State Hospital Commission, pursuant to the regulations of the Civil Service Commission, shall appoint, subject to the approval of the board of managers, a superintendent, who may be removed by the board of managers for cause. The superintendent of each hospital shall be its chief executive officer, and shall maintain an effective supervision and inspection of all parts of the hospital and generally direct the care and treatment of the patients; appoint resident officers and employees.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—Administration .....	7	
2—General Supervision .....	9	\$9,952
3—Medical Department .....	269	111,616
4—Steward's Department .....	112	64,691
Total on annual pay-roll basis .....	390	*\$186,259

\* In addition to the amount shown above, paid for salaries and wages, maintenance valued by the hospital commission, at \$16.00 per month for ordinary employees, and at varying rates for officials and physicians, is furnished by the State to all hospital employees.

# ORGANIZATION AND FUNCTIONS

599

DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>7—ST. LAWRENCE STATE HOSPITAL</b>		
1—Administration .....	7	.....
<b>2—General Supervision</b>		
1—SUPERINTENDENT'S OFFICE .....	1	\$4,600
2—GENERAL OPERATING SERVICE .....	8	5,352
<b>3—Medical Department</b>		
1—OFFICE OF MEDICAL STAFF .....	17	19,444
2—WARD SERVICE .....	251	91,272
3—PHARMACY .....	1	900
<b>4—Steward's Department</b>		
1—SUPERVISION .....	1	2,300
2—STEWARD'S OFFICE .....	6	5,376
3—STOREROOM .....	1	840
4—DOMESTIC SERVICE .....	12	3,948
5—KITCHEN SERVICE .....	22	9,720
6—BAKERY SERVICE .....	2	1,356
7—MEAT CUTTING SERVICE .....	2	1,200
8—LAUNDRY SERVICE .....	11	4,188
9—ENGINEER'S DEPARTMENT .....	19	15,120
10—BUILDING DEPARTMENT .....	8	6,507
11—INDUSTRIAL DEPARTMENT .....	10	4,956
12—FARM AND GROUNDS DEPARTMENT .....	18	9,180

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>7—ST. LAWRENCE STATE HOSPITAL</b>		
<b>1—Administration</b>		
Board of Managers.....	7	.....
<b>2—General Supervision</b>		
<b>1—SUPERINTENDENT'S OFFICE</b>		
Medical Superintendent (12th Grade).....	1	\$4,600
<b>2—GENERAL OPERATING SERVICE</b>		
Principal of Training School (6th Grade).....	1	1,200
Matron (5th Grade).....	1	900
Coachman.....	1	720
Watchman.....	1	600
Watchman (Night Nurse).....	1	540
Watchman (Night Attendant).....	1	432
Driver (Special Attendant).....	1	564
Driver.....	1	396
<b>3—Medical Department</b>		
<b>1—OFFICE OF MEDICAL STAFF</b>		
First Assistant Physician (11th Grade).....	1	2,800
Senior Assistant Physician (9th Grade).....	1	2,000
Senior Assistant Physician (8th Grade).....	1	1,800
Woman Physician (8th Grade).....	1	1,800
Assistant Physician (7th Grade).....	1	1,500
Assistant Physician (7th Grade).....	1	1,300
Assistant Physician (6th Grade).....	1	1,200
Medical Interne, @ \$1,000.....	3	3,000
Supervisor (also Telegraph Operator).....	1	864
Stenographer (5th Grade).....	1	780
Stenographer (5th Grade).....	1	756
Special Attendant (Stenographer), (3d Grade).....	1	516
Special Attendant (Stenographer), (2d Grade), @ \$444.....	2	888
Page.....	1	240
<b>2—WARD SERVICE</b>		
Chief Supervisor.....	1	816
Supervisor, @ \$588 to \$744.....	7	4,860
Charge Nurse, Day, Men, @ \$480 to \$564.....	10	5,520
Charge Nurse, Day, Women, @ \$408 to \$480.....	9	4,008
Charge Nurse, Night, Men.....	1	588
Charge Nurse, Night, Men.....	1	528
Charge Nurse, Night, Women.....	1	504

# ORGANIZATION AND FUNCTIONS

601

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>7—ST. LAWRENCE STATE HOSPITAL</b>		
<b>3—Medical Department</b>		
<b>2—WARD SERVICE—Continued</b>		
Nurse, Day, Men, @ \$420 to \$516.....	7	\$3,372
Nurse, Night, Men.....	1	492
Charge Attendant, Day, Men, @ \$516 to \$564.....	4	2,160
Charge Attendant, Day, Women, @ \$360 to \$420.....	10	4,044
Charge Attendant, Night, Women, @ \$384.....	2	768
Attendant, Day, Men, @ \$312 to \$456.....	55	20,304
Attendant, Day, Women, @ \$228 to \$300.....	78	21,264
Attendant, Night, Men, @ \$336 to \$432.....	11	4,272
Attendant, Night, Women, @ \$276 to \$324.....	21	6,420
Special Attendant, @ \$432 to \$600.....	6	3,264
Dining Room Attendant, @ \$228 to \$300.....	24	6,768
Barber, @ \$660.....	2	1,320
<b>3—PHARMACY</b>		
Pharmacist (5th Grade).....	1	900
<b>4—Steward's Department</b>		
<b>1—SUPERVISION</b>		
Steward (10th Grade).....	1	2,300
<b>2—STEWARDS OFFICE</b>		
Accountant (6th Grade).....	1	1,080
Stenographer (6th Grade).....	1	960
Stenographer (6th Grade).....	1	936
Stenographer (5th Grade).....	1	888
Voucher and Treasurer's Clerk (5th Grade).....	1	780
Voucher and Treasurer's Clerk (5th Grade).....	1	782
<b>3—STOREROOM</b>		
Storekeeper (5th Grade).....	1	840
<b>4—DOMESTIC SERVICE</b>		
Housekeeper, @ \$480.....	3	1,440
Attendant.....	1	300
Waitress and Chambermaid, @ \$276.....	8	2,208
<b>5—KITCHEN SERVICE</b>		
Chef (6th Grade).....	1	1,140
Head Cook, @ \$660.....	3	1,980

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>8—ROCHESTER STATE HOSPITAL</b>		
<b>1—Administration</b>		
Board of Managers.....	7	.....
<b>2—General Supervision</b>		
<b>1—OFFICE OF SUPERINTENDENT</b>		
Medical Superintendent (12th Grade).....	1	\$4,800
<b>2—GENERAL OPERATING SERVICE</b>		
Coachman.....	1	720
Driver.....	1	396
<b>3—Medical Department</b>		
<b>1—OFFICE OF MEDICAL STAFF</b>		
First Assistant Physician (11th Grade).....	1	2,800
Senior Assistant Physician (9th Grade).....	1	2,000
Senior Assistant Physician (8th Grade).....	1	1,800
Woman Physician (8th Grade).....	1	1,800
Assistant Physician, @ \$1,400.....	2	2,800
Stenographer, @ \$684 to \$960.....	2	1,644
Stenographer (Special Attendant).....	1	444
Special Attendant.....	1	600
Special Attendant (telephone exchange).....	1	516
Special Attendant (library and files).....	1	420
Attendant (telephones).....	1	432
Attendant (grounds and basement).....	1	432
<b>2—WARD SERVICE</b>		
Supervisor, Day, Women, @ \$660.....	3	1,980
Supervisor, Night, Woman.....	1	660
Supervisor, Day, Man.....	1	624
Charge Nurses, Day, Men, @ \$564.....	3	1,692
Charge Nurse, Day, Men.....	1	516
Charge Nurse, Day, Women, @ \$480.....	11	5,280
Charge Nurse, Day, Women.....	1	420
Charge Nurse, Night, Woman.....	1	504
Nurses, Day, Men, @ \$468 to \$516.....	7	3,396
Nurse, Day, Women, @ \$384 to \$420.....	30	12,108
Nurse, Night, Women, @ \$384 to \$444.....	11	4,608
Charge Attendant, Day, Men, @ \$420 to \$516.....	4	1,872
Charge Attendant, Night, Men.....	1	444
Attendant, Day, Men, @ \$312 to \$408.....	34	11,923

# ORGANIZATION AND FUNCTIONS

607

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>8—ROCHESTER STATE HOSPITAL</b>		
<b>3—Medical Department</b>		
<b>2—WARD SERVICE — Continued</b>		
Attendant, Day, Women, @ \$228 to \$300.....	50	\$13,824
Attendant, Night, Men, @ \$336 to \$432.....	11	4,368
Attendant, Night, Women, @ \$252 to \$324.....	11	3,348
Special Attendant, @ \$516.....	4	2,064
<b>4—Steward's Department</b>		
<b>1—SUPERVISION</b>		
Steward (10th Grade).....	1	2,200
<b>2—STEWARD'S OFFICE</b>		
Bookkeeper (7th Grade).....	1	1,212
Accountant (6th Grade).....	1	1,080
Stenographer (5th Grade).....	1	792
Voucher and Treasurer Clerk (4th Grade).....	1	684
Attendant.....	1	228
<b>3—STOREROOM</b>		
Storekeeper (5th Grade).....	1	804
Special Attendant.....	1	600
<b>4—DOMESTIC SERVICE</b>		
Housekeeper.....	1	480
Waitress, @ \$276.....	3	828
Chambermaid, @ \$240 to \$276.....	3	780
<b>5—KITCHEN SERVICE</b>		
Head Cook, @ \$660.....	2	1,320
Cook, @ \$420.....	3	1,260
Assistant Cook, @ \$360.....	6	2,160
Kitchen Helper, @ \$216 to \$408.....	8	2,712
<b>6—BAKERY SERVICE</b>		
Baker.....	1	816
Assistant Baker.....	1	540
<b>7—MEAT CUTTING SERVICE</b>		
Meatcutter.....	1	744



TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>8—ROCHESTER STATE HOSPITAL</b>		
<b>4—Steward's Department</b>		
<b>8—LAUNDRY SERVICE</b>		
Overseer (5th Grade).....	1	\$780
Special Attendant.....	1	516
Launderer.....	1	420
Head Laundress.....	1	420
Attendant, @ \$300 to \$408.....	7	2,436
<b>9—ENGINEER'S DEPARTMENT</b>		
Chief Engineer (8th Grade).....	1	1,560
First Assistant Engineer (6th Grade).....	1	984
Second Assistant Engineer (5th Grade).....	1	816
Assistant Electrical Engineer (6th Grade), @ \$984.....	2	1,968
Lineman.....	1	600
Fireman (twelve hours a day), @ \$780.....	4	3,120
Plumber, @ \$936.....	2	1,872
Steamfitter.....	1	936
Plumber's and Steamfitter's helper.....	1	360
<b>10—BUILDING DEPARTMENT</b>		
Carpenter.....	1	816
Special Attendant.....	1	600
Attendant.....	1	408
Laborer.....	1	360
Painter.....	1	816
Special Attendant, @ \$600.....	2	1,200
Attendant.....	1	408
Tinsmith and Slater.....	1	816
Mason.....	1	816
<b>11—INDUSTRIAL DEPARTMENT</b>		
Shoemaker.....	1	768
Special Attendant.....	1	600
Tailor.....	1	768
Clothing Clerk, @ \$444 to \$600.....	2	1,044
Tailoress.....	1	516
Charge Attendant.....	1	420
Attendant.....	1	300
Mattress Repairer.....	1	600
<b>12—FARM AND GROUNDS DEPARTMENT</b>		
Head Farmer.....	1	816
Farmer.....	1	516

# ORGANIZATION AND FUNCTIONS

609

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>8—ROCHESTER STATE HOSPITAL</b>		
4—Steward's Department		
12—FARM AND GROUNDS DEPARTMENT— <i>Cont'd.</i>		
Gardener.....	1	\$660
Florist.....	1	732
Driver.....	1	396
Laborer, @ \$360.....	6	2,160
13—SOAP MANUFACTURING		
Foreman.....	1	1,152
Truckman.....	1	720
Attendant.....	1	360

## STATE HOSPITAL COMMISSION—INSTITUTIONS

## GOWANDA STATE HOMEOPATHIC HOSPITAL

Chapter 27 of the Consolidated Laws, called the "Insanity Law," provides that a board of seven members, of whom not less than two shall be women, shall be appointed by the Governor, by and with the advice and consent of the Senate, for each of the State hospitals. The board is subject to the statutory powers of the Commission. The board of managers shall have the general direction and control of all property and internal affairs of the institution. It shall take care of the general interests of the hospital, maintain an effective inspection and visit the hospital at least once each month, investigate the truth of all charges made against the superintendent or other officer or employee. The State Hospital Commission, pursuant to the regulations of the Civil Service Commission, shall appoint, subject to the approval of the board of managers, a superintendent, who may be removed by the board of managers for cause. The superintendent of each hospital shall be its chief executive officer, and shall maintain an effective supervision and inspection of all parts of the hospital and generally direct the care and treatment of the patients; appoint resident officers and employees.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—Administration .....	7	.....
2—General Supervision .....	10	-\$10,028
3—Medical Department .....	148	64,500
4—Steward's Department .....	75	42,924
Total on annual pay-roll basis .....	233	*\$117,452

\* In addition to the amount shown above, paid for salaries and wages, maintenance valued by the hospital commission, at \$18.00 per month for ordinary employees, and at varying rates for officials and physicians, is furnished by the State to all hospital employees.

DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>9—GOWANDA STATE HOMEOPATHIC HOSPITAL</b>		
<b>1—Administration</b> .....	7	.....
<b>2—General Supervision</b>		
1—SUPERINTENDENT'S OFFICE.....	1	\$3,500
2—GENERAL OPERATING SERVICE.....	9	6,528
<b>3—Medical Department</b>		
1—OFFICE OF MEDICAL STAFF.....	12	13,440
2—WARD SERVICE .....	134	49,560
3—PHARMACY AND LABORATORY.....	2	1,500
<b>4—Steward's Department</b>		
1—SUPERVISION .....	1	2,100
2—STEWARD'S OFFICE.....	4	3,372
3—STOREROOM .....	2	1,236
4—DOMESTIC SERVICE .....	10	2,904
5—KITCHEN SERVICE .....	13	5,964
6—BAKERY SERVICE .....	2	1,356
7—MEAT CUTTING SERVICE.....	2	1,344
8—LAUNDRY SERVICE .....	9	3,408
9—ENGINEER'S DEPARTMENT.....	11	9,372
10—BUILDING DEPARTMENT.....	4	3,048
11—INDUSTRIAL DEPARTMENT.....	6	3,048
12—FARM AND GROUNDS DEPARTMENT.	11.	5,772

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>9—GOWANDA STATE HOMEOPATHIC HOSPITAL</b>		
<b>1—Administration</b>		
Board of Managers.....	7	.....
<b>2—General Supervision</b>		
<b>1—SUPERINTENDENT'S OFFICE</b>		
Medical Superintendent (12th Grade).....	1	\$3,500
<b>2—GENERAL OPERATING SERVICE</b>		
Superintendent of Training School (6th Grade).....	1	1,200
Matron (5th Grade).....	1	900
Coachman, @ \$708 to \$720.....	2	1,428
Watchman, @ \$600.....	3	1,800
Transfer Agent (Special Attendant).....	1	600
Photographer, Orchestra and Band Leader (Special Attendant).....	1	600
<b>3—Medical Department</b>		
<b>1—OFFICE OF MEDICAL STAFF</b>		
First Assistant Physician (11th Grade).....	1	2,600
Senior Physician (9th Grade).....	1	2,000
Woman Physician (8th Grade).....	1	1,600
Assistant Physician (7th Grade).....	1	1,500
Assistant Physician (7th Grade), @ \$1,400.....	2	2,800
Stenographer (5th Grade).....	1	840
Special Attendant, @ \$516.....	3	1,548
Page, @ \$276.....	2	552
<b>2—WARD SERVICE</b>		
Chief Supervisor.....	1	660
Supervisor, Night, Men.....	1	672
Supervisor, Women, @ \$660.....	2	1,320
Charge Nurse, Day, Men, @ \$480 to \$564.....	6	3,120
Charge Nurse, Day, Women, @ \$408 to \$480.....	7	3,048
Charge Nurse, Night, Women, @ \$432 to \$504.....	3	1,440
Nurse, Day, Men.....	1	516
Nurse, Day, Women, @ \$360 to \$420.....	6	2,244
Nurse, Night, Men, @ \$432 to \$540.....	2	972
Charge Attendant, Day, Men, @ \$444 to \$516.....	5	2,412
Charge Attendant, Day, Women, @ \$360.....	4	1,440
Charge Attendant, Night, Men, @ \$444 to \$540.....	4	1,872
Charge Attendant, Night, Women, @ \$384.....	2	768
Attendant, Day, Men, @ \$312 to \$408.....	37	12,864

# ORGANIZATION AND FUNCTIONS

613

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>9—GOWANDA STATE HOMEOPATHIC HOSPITAL</b>		
<b>3—Medical Department</b>		
<b>2—WARD SERVICE — Continued</b>		
Attendant, Day, Women, @ \$228 to \$300.....	27	\$6,828
Attendant, Night, Men, @ \$336 to \$432.....	9	3,528
Attendant, Night, Women, @ \$252 to \$324.....	10	3,000
Charge Attendant, Dining Rooms, @ \$420 to \$516.....	3	1,452
Attendant, Dining Room, @ \$228 to \$300.....	2	528
Barber.....	1	540
Attendant (Barber).....	1	336
<b>3—PHARMACY AND LABORATORY</b>		
Pharmacist (5th Grade).....	1	900
Special Attendant (Laboratory).....	1	600
<b>4—Steward's Department</b>		
<b>1—SUPERVISION</b>		
Steward (9th Grade).....	1	2,100
<b>2—STEWARD'S OFFICE</b>		
Bookkeeper (7th Grade).....	1	1,260
Stenographer (5th Grade).....	1	840
Voucher Clerk (5th Grade).....	1	732
Special Attendant (3rd Grade).....	1	540
<b>3—STOREROOM</b>		
Storekeeper (5th Grade).....	1	828
Attendant (2nd Grade).....	1	408
<b>4—DOMESTIC SERVICE</b>		
Housekeeper (Nurses' Home).....	1	444
Attendant (Nurses' Home).....	1	360
Waitress (Superintendent's Residence).....	1	276
Waitress (Staff House) @ \$240 to \$276.....	2	516
Chambermaid (Staff House).....	1	276
Chambermaid (Administration Building).....	1	276
Chambermaid (Kitchen Room) @ \$240 to \$276.....	3	756
<b>5—KITCHEN SERVICE</b>		
Chef (6th Grade).....	1	1,140
Head Cook.....	1	660
Cook (Superintendent's Residence).....	1	420

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>9—GOWANDA STATE HOMEOPATHIC HOSPITAL</b>		
<b>4—Steward's Department</b>		
<b>5—KITCHEN SERVICE — <i>Continued</i></b>		
Cook (Farm House).....	1	\$420
Cook (General Kitchen).....	1	420
Cook (Staff House).....	1	420
Cook (General Kitchen, Night).....	1	420
Assistant Cook (Diet Kitchen).....	1	360
Kitchen Helper @ \$300 to \$360.....	5	1,704
<b>6—BAKERY SERVICE</b>		
Baker.....	1	816
Assistant Baker.....	1	540
<b>7—MEAT CUTTING SERVICE</b>		
Meat Cutter.....	1	744
Special Attendant.....	1	600
<b>8—LAUNDRY SERVICE</b>		
Overseer (5th Grade).....	1	780
Head Laundress.....	1	420
Laundress @ \$420.....	2	840
Attendant.....	1	312
Laundress @ \$264.....	4	1,056
<b>9—ENGINEER'S DEPARTMENT</b>		
Chief Engineer (8th Grade).....	1	1,560
First Assistant Engineer (6th Grade).....	1	984
Second Assistant Engineer (5th Grade) @ \$816.....	2	1,632
Third Assistant Engineer (4th Grade).....	1	660
Electrical Engineer Assistant (6th Grade).....	1	984
Fireman (12 hour shifts) @ \$780.....	4	3,120
Plumber's and Steamfitter's Helper.....	1	432
<b>10—BUILDING DEPARTMENT</b>		
Carpenter.....	1	816
Mason.....	1	816
Painter.....	1	816
Special Attendant.....	1	600
<b>11—INDUSTRIAL DEPARTMENT</b>		
Foreman.....	1	768
Tailor.....	1	660

# ORGANIZATION AND FUNCTIONS

615

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>9—GOWANDA STATE HOMEOPATHIC HOSPITAL</b>		
<b>4—Steward's Department</b>		
<b>11—INDUSTRIAL DEPARTMENT—Continued</b>		
Attendant.....	1	\$408
Special Attendant (Instructress).....	1	516
Special Attendant (Seamstress).....	1	468
Attendant.....	1	228
<b>12—FARM AND GROUNDS DEPARTMENT</b>		
Head Farmer.....	1	768
Dairyman.....	1	660
Farmer.....	1	516
Herdsmen.....	1	420
Driver @ \$396.....	5	1,980
Gardener.....	1	660
Florist.....	1	768



## STATE HOSPITAL COMMISSION—INSTITUTIONS

## MOHANSIC STATE HOSPITAL

Chapter 27 of the Consolidated Laws, called the "Insanity Law," provides that a board of seven members, of whom not less than two shall be women, shall be appointed by the Governor, by and with the advice and consent of the Senate, for each of the State hospitals. The board is subject to the statutory powers of the Commission. The board of managers shall have the general direction and control of all property and internal affairs of the institution. It shall take care of the general interests of the hospital, maintain an effective inspection and visit the hospital at least once each month, investigate the truth of all charges made against the superintendent or other officer or employee. The State Hospital Commission, pursuant to the regulations of the Civil Service Commission, shall appoint, subject to the approval of the board of managers, a superintendent, who may be removed by the board of managers for cause. The superintendent of each hospital shall be its chief executive officer, and shall maintain an effective supervision and inspection of all parts of the hospital and generally direct the care and treatment of patients; appoint resident officers and employees.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—Administration . . . . .	7	.....
2—General Supervision . . . . .	1	\$3,900
3—Medical Department . . . . .	6	2,908
4—Steward's Department . . . . .	25	12,316
Total on annual pay-roll basis . . . . .	32	*\$19,124

\*In addition to the amounts of salaries and wages, employees receive maintenance (subsistence and lodging) or in lieu thereof, are paid a commutation at the rate of \$16.00 per month.

DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>10—MOHANSIC STATE HOSPITAL</b>		
1—Administration.....	7	.....
2—General Supervision.....	1	\$3,900
3—Medical Department		
1—OFFICE OF MEDICAL STAFF.....	2	1,540
2—WARD SERVICE.....	4	1,368
4—Steward's Department		
1—SUPERVISION.....	1	1,600
2—STEWARD'S OFFICE.....	2	1,404
3—STOREROOM.....	1	588
4—DOMESTIC SERVICE.....	1	480
5—KITCHEN SERVICE.....	5	1,920
6—LAUNDRY SERVICE.....	1	360
7—ENGINEER'S DEPARTMENT.....	1	432
8—BUILDING DEPARTMENT.....	1	816
9—INDUSTRIAL DEPARTMENT.....	1	420
10—FARM AND GROUNDS DEPARTMENT.	11	4,296

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>10—MOHANSIC STATE HOSPITAL</b>		
<b>1—Administration</b>		
Board of Managers.....	7	.....
<b>2—General Supervision</b>		
Superintendent (12th Grade).....	1	\$3,900
<b>3—Medical Department</b>		
<b>1—OFFICE OF MEDICAL STAFF</b>		
Interne (Vacancy).....	1	1,000
Special Attendant (Chauffeur).....	1	540
<b>2—WARD SERVICE</b>		
Attendant, Day, @ \$336.....	2	672
Attendant, Day.....	1	312
Attendant, Night.....	1	384
<b>4—Steward's Department</b>		
<b>1—SUPERVISION</b>		
Steward and Farm Manager (8th Grade).....	1	1,600
<b>2—STEWARDS OFFICE</b>		
Stenographer (5th Grade).....	1	888
Special Attendant (Vacancy).....	1	516
<b>3—STOREROOM</b>		
Special Attendant.....	1	588
<b>4—DOMESTIC SERVICE</b>		
Housekeeper.....	1	480
<b>5—KITCHEN SERVICE</b>		
Cook @ \$420.....	2	840
Assistant Cook @ \$360.....	3	1,080
<b>6—LAUNDRY SERVICE</b>		
Charge Attendant.....	1	360
<b>7—ENGINEER'S DEPARTMENT</b>		
Plumber's and Steamfitter's Helper.....	1	432

# ORGANIZATION AND FUNCTIONS

619

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
10—MOHANSIC STATE HOSPITAL		
4—Steward's Department		
8—BUILDING DEPARTMENT		
Carpenter.....	1	\$816
9—INDUSTRIAL DEPARTMENT		
Charge Attendant.....	1	420
10—FARM AND GROUNDS DEPARTMENT		
Gardener.....	1	660
Driver (Chauffeur, auto truck).....	1	396
Laborer @ \$360.....	9	3,240

## STATE HOSPITAL COMMISSION INSTITUTIONS

## KINGS PARK STATE HOSPITAL

Chapter 27 of the Consolidated Laws, called the "Insanity Law," provides that a board of seven members, of whom not less than two shall be women, shall be appointed by the Governor, by and with the advice and consent of the Senate, for each of the State hospitals. The board is subject to the statutory powers of the Commission. The board of managers shall have the general direction and control of all property and internal affairs of the institution. It shall take care of the general interests of the hospital, maintain an effective inspection and visit the hospital at least once each month, investigate the truth of all charges made against the superintendent or other officer or employees. The State Hospital Commission, pursuant to the regulations of the Civil Service Commission, shall appoint, subject to the approval of the board of managers, a superintendent, who may be removed by the board of managers for cause. The superintendent of each hospital shall be its chief executive officer, and shall maintain an effective supervision and inspection of all parts of the hospital and generally direct the care and treatment of the patients; appoint resident officers and employees.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—Administration.....	7	.....
2—General Supervision.....	16	\$13,128
3—Medical Department.....	550	229,792
4—Steward's Department.....	186	108,392
Total on annual pay-roll basis.....	752	*\$351,312

\* In addition to the amount shown above, paid for salaries and wages, maintenance valued by the hospital commission, at \$16.00 per month for ordinary employees, and at varying rates for officials and physicians, is furnished by the State to all hospital employees.

# ORGANIZATION AND FUNCTIONS

621

DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>11—KINGS PARK STATE HOSPITAL</b>		
1—Administration.....	7	.....
2—General Supervision.....		
1—SUPERINTENDENT'S OFFICE.....	1	\$4,800
2—GENERAL OPERATING SERVICE.....	15	8,328
3—Medical Department		
1—OFFICE OF MEDICAL STAFF.....	41	43,856
2—WARD SERVICE.....	507	184,328
3—PHARMACY.....	2	1,608
4—Steward's Department		
1—SUPERVISION.....	1	2,300
2—STEWARD'S OFFICE.....	9	8,448
3—STOREROOM.....	2	1,608
4—DOMESTIC SERVICE.....	12	3,492
5—KITCHEN SERVICE.....	35	15,576
6—BAKERY SERVICE.....	3	1,896
7—MEAT CUTTING SERVICE.....	2	1,416
8—LAUNDRY SERVICE.....	29	10,032
9—ENGINEER'S DEPARTMENT.....	38	30,348
10—BUILDING DEPARTMENT.....	17	14,052
11—INDUSTRIAL DEPARTMENT.....	17	9,588
12—FARM AND GROUNDS DEPARTMENT.....	21	9,636

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>11—KINGS PARK STATE HOSPITAL</b>		
<b>1—General Administration</b>		
Board of Managers.....	7	.....
<b>2—General Supervision</b>		
<b>1—SUPERINTENDENT'S OFFICE</b>		
Medical Superintendent (12th Grade).....	1	\$4,800
<b>2—GENERAL OPERATING SERVICE</b>		
Superintendent of Training School (6th Grade).....	1	1,200
Coachman.....	1	720
Transfer Agent.....	1	720
Transfer Agent.....	1	600
Coachman (Special Attendant).....	1	600
Watchman.....	1	600
Stableman (Special Attendant).....	1	600
Operating Helper (Special Attendant).....	1	516
Driver @ \$396.....	7	2,772
<b>3—Medical Department</b>		
<b>1—OFFICE OF MEDICAL STAFF</b>		
First Assistant Physician (11th Grade) @ 2,800.....	2	5,600
Senior Physician (9th Grade) @ \$2,000.....	4	8,000
Senior Physician (8th Grade).....	1	1,800
Woman Physician (8th Grade).....	1	1,800
Woman Physician (8th Grade).....	1	1,600
Assistant Physician (8th Grade) @ \$1,600.....	3	4,800
Assistant Physician (7th Grade) @ \$1,400.....	3	4,200
Assistant Physician (7th Grade) @ \$1,300.....	3	3,900
Assistant Physician (6th Grade).....	1	1,200
Dentist (5th Grade).....	1	900
Accountant (6th Grade).....	1	1,080
Stenographer (5th Grade).....	1	816
Stenographer (4th Grade).....	1	684
Stenographer (4th Grade).....	1	660
Special Attendant (Telephone Clerk).....	1	600
Special Attendant (Mail and Express Clerk).....	1	600
Special Attendant (Night Telephone Clerk).....	1	540
Special Attendant (Mail Clerk).....	1	516
Attendant (Stenographer).....	1	408
Special Attendant (Stenographer).....	1	300
Attendant (Stenographer).....	1	252
Page @ \$276.....	2	552
Attendants, Detailed, @ \$300 to \$432.....	8	3,048

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>11—KINGS PARK STATE HOSPITAL</b>		
<b>3—Medical Department—Continued</b>		
<b>2—WARD SERVICE</b>		
Chief Supervisor.....	1	\$744
Supervisor @ \$564 to \$744.....	13	8,808
Charge Nurse, Day, Men, @ \$564.....	12	6,768
Charge Nurse, Day, Women, @ \$408 to \$480.....	22	10,272
Charge Nurse, Night, Men and Women, @ \$432 to \$588.....	8	4,056
Nurse, Day, Men, @ \$420 to \$516.....	9	4,308
Nurse, Day, Women, @ \$360 to \$408.....	31	11,472
Nurse, Night, Men and Women, @ \$444.....	2	888
Charge Attendant, Day, Men, @ \$516.....	9	4,644
Charge Attendant, Day, Women, @ \$420.....	6	2,520
Charge Attendant, Night, Men, @ \$540.....	4	2,160
Charge Attendant, Night, Women, @ \$444.....	6	2,664
Attendant, Day, Men, @ \$312 to \$408.....	121	45,504
Attendant, Day, Women, @ \$228 to \$300.....	172	48,884
Attendant, Night, Men, @ \$228 to \$300.....	27	11,088
Attendant, Night, Women, @ \$252 to \$314.....	32	9,816
Special Attendant @ \$468 to \$516.....	3	1,500
Charge Dining Room Attendant.....	1	384
Dining Room Attendant @ \$228 to \$300.....	27	7,688
Barber.....	1	660
<b>3—PHARMACY</b>		
Pharmacist (6th Grade).....	1	1,200
Attendant.....	1	408
<b>4—Steward's Department</b>		
<b>1—SUPERVISION</b>		
Steward (10th Grade).....	1	2,300
<b>2—STEWARD'S OFFICE</b>		
Assistant Steward (7th Grade).....	1	1,500
Bookkeeper (7th Grade).....	1	1,260
Accountant (6th Grade).....	1	1,032
Stenographer (6th Grade).....	1	960
Stenographer (6th Grade).....	1	936
Stenographer (5th Grade).....	1	840
Voucher Clerk (5th Grade).....	1	780
Special Attendant @ \$540 to \$600.....	2	1,140



TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>11—KINGS PARK STATE HOSPITAL</b>		
<b>4—Steward's Department—Continued</b>		
<b>3—STOREROOM</b>		
Storekeeper (6th Grade) .....	1	\$1,008
Special Attendant .....	1	600
<b>4—DOMESTIC SERVICE</b>		
Housekeeper .....	1	480
Attendant @ \$228 to \$300 .....	11	3,012
<b>5—KITCHEN SERVICE</b>		
Chef (6th Grade) .....	1	1,140
Head Cook @ \$660 .....	5	3,300
Cook @ \$420 .....	17	7,140
Kitchen Helper @ \$300 to \$360 .....	11	3,588
Attendant .....	1	408
<b>6—BAKERY SERVICE</b>		
Baker .....	1	816
Assistant Baker @ \$540 .....	2	1,080
<b>7—MEAT CUTTING SERVICE</b>		
Meat Cutter .....	1	816
Special Attendant .....	1	600
<b>8—LAUNDRY SERVICE</b>		
Supervisor (5th Grade) .....	1	900
Special Attendant .....	1	600
Launderer @ \$420 .....	7	2,940
Head Laundress @ \$420 .....	2	840
Laundress @ \$264 .....	18	4,752
<b>9—ENGINEER'S DEPARTMENT</b>		
Chief Engineer (8th Grade) .....	1	1,560
Electrical Engineer (6th Grade) .....	1	1,200
First Assistant Engineer (6th Grade) @ \$984 .....	3	2,952
Second Assistant Engineer (5th Grade) @ \$816 .....	2	1,632
Special Attendant .....	1	600
Special Attendant (Electrical Department) @ \$600 .....	2	1,200
Lineman .....	1	600
Plumber @ \$936 .....	2	1,872
Plumber (Special Attendant) @ \$600 .....	4	2,400

# ORGANIZATION AND FUNCTIONS

625

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>11—KINGS PARK STATE HOSPITAL</b>		
<b>4—Steward's Department</b>		
<b>9—ENGINEER'S DEPARTMENT—Continued</b>		
Steamfitter @ \$936.....	2	\$1,872
Steamfitter (Special Attendant).....	1	600
Fireman (12 hour shifts) @ \$780.....	16	12,480
Fireman (Detailed).....	1	780
Special Attendant (Disposal Plant).....	1	600
<b>10—BUILDING DEPARTMENT</b>		
Master Mechanic.....	1	1,560
Carpenter @ \$816.....	7	5,712
Carpenter and Locksmith.....	1	816
Painter.....	1	816
Special Attendant (Painter).....	1	600
Blacksmith @ \$816.....	2	1,632
Mason.....	1	900
Tinsmith.....	1	816
Special Attendant (Tinsmith).....	1	600
General Mechanic.....	1	600
<b>11—INDUSTRIAL DEPARTMENT</b>		
Foreman.....	1	768
Tailor.....	1	768
Special Attendant.....	1	600
Shoemaker @ \$768.....	2	1,536
Special Sewing-room Attendant @ \$600.....	2	1,200
Special Attendant (Dressmaker and Seamstress) @ \$516.....	3	1,548
Attendant (Dressmaker and Seamstress) @ \$300 to \$408.....	4	1,308
Mattress Maker (Special Attendant).....	1	600
Soap Maker (Special Attendant).....	1	600
Supervisor (Assigned).....	1	660
<b>12—FARM AND GROUNDS DEPARTMENT</b>		
Head Farmer.....	1	816
Farmer @ \$516.....	2	1,032
Driver @ \$396.....	6	2,376
Attendant @ \$312 to \$408.....	5	1,944
Gardener.....	1	660
Special Attendant.....	1	600
Florist.....	1	768
Laborer @ \$360.....	4	1,440

## STATE HOSPITAL COMMISSION—INSTITUTIONS

## LONG ISLAND STATE HOSPITAL

Chapter 27 of the Consolidated Laws, called the "Insanity Law," provides that a board of seven members, of whom not less than two shall be women, shall be appointed by the Governor, by and with the advice and consent of the Senate, for each of the State hospitals. The board is subject to the statutory powers of the commission. The board of managers shall have the general direction and control of all property and internal affairs of the institution. It shall take care of the general interests of the hospital, maintain an effective inspection and visit the hospital at least once each month, investigate the truth of all charges made against the superintendent or other officers or employees. The State Hospital Commission, pursuant to the regulations of the Civil Service Commission, shall appoint, subject to the approval of the board of managers, a superintendent, who may be removed by the board of managers for cause. The superintendent of each hospital shall be its chief executive officer, and shall maintain an effective supervision and inspection of all parts of the hospital and generally direct the care and treatment of the patients; appoint resident officers and employees.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—Administration .....	7	.....
2—General Supervision .....	6	\$6,788
3—Medical Department .....	108	47,320
4—Steward's Department .....	51	30,840
Total on annual pay-roll basis .....	165	*\$84,948

\* In addition to the amount shown above paid for salaries and wages, maintenance valued by the hospital commission at \$16 per month for ordinary employees and at varying rates for officials and physicians is furnished by the State to all hospital employees.

# ORGANIZATION AND FUNCTIONS

627

DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions—Continued</b>		
<b>12—LONG ISLAND STATE HOSPITAL</b>		
<b>1—Administration</b>		
<b>2—General Supervision</b>		
1—SUPERINTENDENT'S OFFICE.....	1	\$3,800
2—GENERAL SUPERVISION.....	5	2,988
<b>3—Medical Department</b>		
1—OFFICE OF MEDICAL STAFF.....	9	11,572
2—WARD SERVICE.....	97	34,440
3—PHARMACY AND LABORATORY.....	2	1,308
<b>4—Steward's Department</b>		
1—SUPERVISION.....	1	2,300
2—STEWARDS OFFICE.....	5	3,840
3—STOREROOM.....	2	1,140
4—DOMESTIC SERVICE.....	7	2,136
5—KITCHEN SERVICE.....	8	3,144
6—MEAT CUTTING SERVICE.....	1	744
7—LAUNDRY SERVICE.....	7	2,676
8—ENGINEERING DEPARTMENT.....	10	9,052
9—BUILDING DEPARTMENT.....	3	2,232
10—INDUSTRIAL DEPARTMENT.....	5	2,580
11—FARM AND GROUNDS DEPARTMENT.	2	996

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>12—LONG ISLAND STATE HOSPITAL—Continued</b>		
<b>1—Administration</b>		
Board of Managers.....	.....	.....
<b>2—General Supervision</b>		
<b>1—SUPERINTENDENT'S OFFICE</b>		
Superintendent (12th Grade).....	1	\$3,800
<b>2—GENERAL OPERATING SERVICE</b>		
Assistant Principal, Training School (5th Grade).....	1	900
Coachman.....	1	684
Chauffeur (Special Attendant).....	1	588
Yardman (Attendant).....	1	408
Watchman (Attendant).....	1	408
<b>3—Medical Department</b>		
<b>1—OFFICE OF MEDICAL STAFF</b>		
1st Assistant Physician (11th Grade).....	1	2,800
Senior Assistant Physician (9th Grade) @ \$2,000.....	2	4,000
Women Physician (8th Grade).....	1	1,700
Stenographer (5th Grade) @ \$816.....	2	1,632
Special Attendant.....	1	600
Attendant.....	1	408
Attendant (Night Duty).....	1	432
<b>2—WARD SERVICE</b>		
Chief Supervisor.....	1	816
Supervisor.....	1	660
Charge Nurse, Day, Men @ \$564.....	3	1,692
Charge Nurse, Day, Women @ \$480.....	3	1,440
Charge Nurse, Night, Women.....	1	504
Nurse, Day, Men @ \$516.....	2	1,032
Nurse, Day, Women.....	1	408
Charge Attendant, Day, Men @ \$516.....	2	1,032
Charge Attendant, Day, Women @ \$408 to \$420.....	2	828
Charge Attendant, Night, Men.....	1	540
Attendant, Day, Men @ \$312 to \$408.....	26	9,072
Attendant, Day, Women @ \$228 to \$300.....	34	9,312
Attendant, Night, Men @ \$336 to \$432.....	9	3,360
Attendant, Night, Women @ \$252 to \$324.....	8	2,328
Dining Room Attendant @ \$408.....	2	816
Barber (Special Attendant).....	1	600

# ORGANIZATION AND FUNCTIONS

629

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>12—LONG ISLAND STATE HOSPITAL</b>		
<b>3—Medical Department—Continued</b>		
<b>3—PHARMACY AND LABORATORY</b>		
Pharmacist (5th Grade).....	1	\$900
Attendant (Laboratory).....	1	408
<b>4—Steward's Department</b>		
<b>1—SUPERVISION</b>		
Steward (10th Grade).....	1	2,300
<b>2—STEWARD'S OFFICE</b>		
Bookkeeper (7th Grade).....	1	1,212
Stenographer (5th Grade).....	1	816
Stenographer (5th Grade).....	1	732
Special Attendant (Voucher and Treasurer Clerk).....	1	540
Special Attendant (Bookkeeper).....	1	540
<b>3—STOREROOM</b>		
Storekeeper (5th Grade).....	1	780
Attendant.....	1	360
<b>4—DOMESTIC SERVICE</b>		
Waitress, Farm at Creedmoor.....	1	276
Waitress, Attendant's Dining Room.....	1	276
Waitress, Female Patient's Dining Room.....	1	276
Waitress, Staff Dining Room.....	1	276
Chambermaid, Clerk's Quarters.....	1	276
Chambermaid, Staff Quarters.....	1	276
Housekeeper, Superintendent's House.....	1	480
<b>5—KITCHEN SERVICE</b>		
Head Cook.....	1	660
Cook, Superintendent's Residence.....	1	420
Cook, Staff.....	1	420
Assistant Cook.....	1	420
Kitchen Helper @ \$300 to \$336.....	4	1,224
<b>6—MEAT CUTTING SERVICE</b>		
Meat Cutter.....	1	744
<b>7—LAUNDRY SERVICE</b>		
Overseer (5th Grade).....	1	780

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>12—LONG ISLAND STATE HOSPITAL</b>		
<b>4—Steward's Department</b>		
<b>7—LAUNDRY SERVICE—Continued</b>		
Laundrer.....	1	\$420
Head Laundress.....	1	420
Laundress @ \$264.....	4	1,056
<b>8—ENGINEER'S DEPARTMENT</b>		
Chief Engineer (8th Grade).....	1	1,560
First Assistant Engineer (6th Grade).....	1	984
Plumber.....	1	936
Second Assistant Engineer (5th Grade) @ \$816.....	2	1,632
Fireman (12 hours) @ \$780.....	5	3,940
<b>9—BUILDING DEPARTMENT</b>		
Carpenter.....	1	816
Painter.....	1	816
Special Attendant, Tinsmith.....	1	600
<b>10—INDUSTRIAL DEPARTMENT</b>		
Special Shop Attendant.....	1	564
Special Attendant, Shoe Shop.....	1	600
Special Attendant, Tailor.....	1	600
Special Attendant, Clothing Clerk.....	1	516
Attendant, Dressmaker.....	1	300
<b>11—FARM AND GROUNDS DEPARTMENT</b>		
Gardener.....	1	600
Driver.....	1	396

## STATE HOSPITAL COMMISSION—INSTITUTIONS

## MANHATTAN STATE HOSPITAL

Chapter 27 of the Consolidated Laws, called the "Insanity Law," provides that a board of seven members, of whom not less than two shall be women, shall be appointed by the Governor, by and with the advice and consent of the Senate, for each of the State hospitals. The board is subject to the statutory powers of the Commission. The board of managers shall have the general direction and control of all property and internal affairs of the institutions. It shall take care of the general interests of the hospital, maintain an effective inspection and visit the hospital at least once each month, investigate the truth of all charges made against the superintendent or other officer or employee. The State Hospital Commission, pursuant to the regulations of the Civil Service Commission, shall appoint, subject to the approval of the board of managers, a superintendent, who may be removed by the board of managers for cause. The superintendent of each hospital shall be its chief executive officer, and shall maintain an effective supervision and inspection of all parts of the hospital and generally direct the care and treatment of the patients; appoint resident officers and employees.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—Administration . . . . .	7	.....
2—General Supervision . . . . .	26	\$21,168
3—Medical Department . . . . .	571	253,632
4—Steward's Department . . . . .	195	121,371
Total on annual pay-roll basis . . . . .	792	*\$396,171

\* In addition to the amount shown above, paid for salaries and wages, maintenance valued by the hospital commission, at \$16.00 per month for ordinary employees, and at varying rates for officials and physicians, is furnished by the State to all hospital employees.



DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>13—MANHATTAN STATE HOSPITAL</b>		
1—Administration.....	7	.....
<b>2—General Supervision</b>		
1—OFFICE OF SUPERINTENDENT.....	1	\$6,000
2—GENERAL OPERATING SERVICES....	25	15,168
<b>3—Medical Department</b>		
1—OFFICE OF MEDICAL STAFF.....	54	60,504
2—WARD SERVICE.....	514	190,884
3—PHARMACY AND LABORATORY.....	3	2,244
<b>4—Steward's Department</b>		
1—SUPERVISION.....	1	2,300
2—STEWARD'S OFFICE.....	13	10,868
3—STOREROOM.....	1	1,020
4—DOMESTIC SERVICE.....	18	5,400
5—KITCHEN SERVICE.....	38	16,908
6—BAKERY SERVICE.....	4	2,304
7—MEAT CUTTING SERVICE.....	2	1,416
8—LAUNDRY SERVICE.....	22	8,148
9—ENGINEER'S DEPARTMENT.....	39	31,224
10—BUILDING DEPARTMENT.....	14	11,964
11—INDUSTRIAL DEPARTMENT.....	11	6,420
12—FARM AND GROUNDS DEPARTMENT.	12	7,128
13—DOCK AND BOAT SERVICE.....	20	16,271

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>13—MANHATTAN STATE HOSPITAL</b>		
<b>1—Administration</b>		
Board of Managers.....	7	.....
<b>2—General Supervision</b>		
<b>1—SUPERINTENDENT'S OFFICE</b>		
Superintendent and Medical Director (12th Grade).....	1	\$6,000
<b>2—GENERAL OPERATING SERVICE</b>		
Matron and Director of Women Industries (6th Grade).....	1	1,200
Principal of Training School (6th Grade).....	1	1,200
After Care Agent (6th Grade).....	1	1,200
Assistant After Care Agent (5th Grade).....	1	780
Coachman.....	1	684
Chief Transfer Agent @ \$600.....	2	1,200
Photographer (Special Attendant).....	1	600
Watchman @ \$600.....	7	4,200
Transfer Agent (Special Attendant).....	1	516
Janitor @ \$408.....	2	816
Driver @ \$396.....	7	2,772
<b>3—Medical Department</b>		
<b>1—OFFICE OF MEDICAL STAFF</b>		
Director Clinical Psychiatry (11th Grade).....	1	2,800
First Assistant Physician (11th Grade) @ \$2,800.....	2	5,600
Senior Assistant Physician (10th Grade).....	1	2,200
Senior Assistant Physician (9th Grade) @ \$2,000.....	6	12,000
Senior Assistant Physician (8th Grade) @ \$1,800.....	2	3,600
Woman Physician (8th Grade).....	1	1,800
Assistant Physician (7th Grade).....	1	1,500
Assistant Physician (7th Grade) @ \$1,400.....	2	2,800
Assistant Physician (7th Grade).....	1	1,300
Assistant Physician (6th Grade) @ \$1,200.....	4	4,800
Medical Interne @ \$1,000.....	6	6,000
Stenographer, Secretary (5th Grade).....	1	900
Stenographer (6th Grade) @ \$960.....	2	1,920
Stenographer (6th Grade).....	1	912
Stenographer (5th Grade) @ \$816.....	2	1,632
Stenographer (5th Grade).....	1	804
Stenographer (4th Grade) @ \$660.....	2	1,320
Stenographer (2nd Grade).....	1	420
Special Attendant (Stenographer).....	1	600
Special Attendant (Stenographer) @ \$516.....	3	1,548

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>13—MANHATTAN STATE HOSPITAL</b>		
<b>3—Medical Department</b>		
<b>1—OFFICE OF MEDICAL STAFF — Continued</b>		
Special Attendant (Phone Operator).....	1	\$516
Special Attendant (Night Phone Operator).....	1	600
Supervisor.....	1	660
Supervisor.....	1	744
Special Attendant @ \$600.....	3	1,800
Attendant.....	1	408
Page @ \$240 to \$276.....	5	1,320
<b>2—WARD SERVICE</b>		
Chief Supervisor.....	1	816
Chief Supervisor.....	1	744
Supervisor @ \$660 to \$744.....	14	9,912
Charge Nurse, Day, Men, @ \$552 to \$564.....	13	7,308
Charge Nurse, Day, Women, @ \$408 to \$480.....	21	9,672
Charge Nurse, Night, Men, @ \$588.....	5	2,940
Charge Nurse, Night, Women, @ \$480 to \$504.....	12	6,024
Nurse, Day, Men, @ \$444 to \$516.....	11	5,412
Nurse, Day, Women, @ \$360 to \$384.....	20	7,224
Nurse, Night, Men, @ \$516 to \$540.....	2	1,056
Charge Attendant, Day, Men, @ \$468 to \$516.....	14	7,176
Charge Attendant, Day, Women, @ \$408 and \$420.....	11	4,608
Charge Attendant, Night, Men, @ \$516 and \$540.....	8	3,096
Charge Attendant, Night, Women, @ \$444.....	8	3,552
Attendant, Day, Men, @ \$312 to \$408.....	109	41,736
Attendant, Day, Women, @ \$228 to \$300.....	156	42,624
Attendant, Night, Men, @ \$336 to \$432.....	30	12,264
Attendant, Night, Women, @ \$252 to \$324.....	50	15,744
Clothing Clerk (Special Attendant).....	1	516
Masseur (Special Attendant).....	1	516
Attendant @ \$228 to \$300.....	25	7,284
Barber.....	1	660
<b>3—PHARMACY AND LABORATORY</b>		
Pharmacist (6th Grade).....	1	1,200
Special Attendant (3rd Grade).....	1	600
Special Attendant (Laboratory).....	1	444
<b>4—Steward's Department</b>		
<b>1—SUPERVISION</b>		
9th Grade).....	1	2,300

# ORGANIZATION AND FUNCTIONS

635

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>13—MANHATTAN STATE HOSPITAL</b>		
<b>4—Steward's Department</b>		
<b>2—STEWARD'S OFFICE</b>		
Assistant Steward (7th Grade).....	1	\$1,500
Bookkeeper and Assistant Paymaster (7th Grade).....	1	1,400
Bookkeeper (7th Grade).....	1	1,260
Stenographer (6th Grade) @ \$936.....	2	1,872
Stenographer (5th Grade).....	1	816
Stenographer (6th Grade).....	1	780
Special Attendant @ \$516 to \$660.....	5	2,856
Attendant.....	1	384
<b>3—STOREROOM</b>		
Storekeeper (6th Grade).....	1	1,020
<b>4—DOMESTIC SERVICE</b>		
Housekeeper @ \$480.....	2	960
Waitress @ \$240 to \$276.....	12	3,240
Attendant @ \$300.....	4	1,200
<b>5—KITCHEN SERVICE</b>		
Chef (6th Grade).....	1	1,140
Head Cook @ \$660.....	7	4,620
Cook @ \$420.....	15	6,300
Assistant Cook @ \$360.....	3	1,080
Kitchen Helper @ \$240 to \$360.....	12	3,768
<b>6—BAKERY SERVICE</b>		
Baker.....	1	816
Assistant Baker @ \$540.....	2	1,080
Attendant.....	1	408
<b>7—MEAT CUTTING SERVICE</b>		
Meat Cutter.....	1	816
Special Attendant.....	1	600
<b>8—LAUNDRY SERVICE</b>		
Supervisor.....	1	900
Head Laundress @ \$420.....	4	1,680
Laundress @ \$264.....	10	2,640
Launderer @ \$420.....	5	2,100
Special Attendant.....	1	600
Attendant.....	1	228

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>13—MANHATTAN STATE HOSPITAL</b>		
<b>4—Steward's Department</b>		
<b>9—ENGINEER'S DEPARTMENT</b>		
<b>1—SUPERVISION</b>		
Chief Engineer.....	1	\$1,560
<b>2—STEAM</b>		
Assistant Engineer (6th Grade) @ \$984.....	4	3,936
Assistant Engineer (6th Grade).....	1	816
Fireman @ \$780.....	14	10,920
Laborer @ \$360.....	2	720
<b>3—ELECTRICAL</b>		
Electrical Engineer (6th Grade).....	1	1,200
Assistant Electrical Engineer (6th Grade) @ \$984.....	4	3,936
Lineman (3rd Grade) @ \$600.....	2	1,200
<b>4—MECHANICAL</b>		
Plumber @ \$936.....	2	1,872
Steamfitter @ \$936.....	3	2,808
Plumber's and Steamfitter's Helper @ \$384 to \$504.....	5	2,256
<b>10—BUILDING DEPARTMENT</b>		
Head Carpenter.....	1	936
Carpenter @ \$816.....	6	4,896
Locksmith (Special Attendant).....	1	600
Glazier (Special Attendant).....	1	600
Mason.....	1	1,200
Plasterer.....	1	1,050
Roofer.....	1	1,050
Painter @ \$816.....	2	1,632
<b>11—INDUSTRIAL DEPARTMENT</b>		
Tailor.....	1	768
Mat Shop (Special Attendant).....	1	600
Attendant.....	1	408
Tinsmith.....	1	816
Attendant (Tinsmith).....	1	408
Shoemaker.....	1	756
Special Attendant (Shoemaker).....	1	600
Special Attendant (Seamstress) @ \$516.....	4	2,064

# ORGANIZATION AND FUNCTIONS

637

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>13—MANHATTAN STATE HOSPITAL</b>		
<b>4—Steward's Department</b>		
<b>12—FARM AND GROUNDS DEPARTMENT</b>		
Farm Manager.....	1	\$900
Dairyman and Assistant Manager.....	1	660
Special Attendant.....	1	600
Farmer.....	1	516
Herdsmen.....	1	468
Driver @ \$396.....	2	792
Gardener.....	1	660
Florist.....	1	732
Grounds (Special Attendant) @ \$600.....	3	1,800
<b>13—BOAT AND DOCK SERVICE</b>		
<b>1—DOCK SERVICE</b>		
Dockmaster.....	1	900
Night Dockmaster.....	1	600
Watchman.....	1	600
Attendant @ \$408.....	2	816
<b>2—STEAMBOAT WANDERER</b>		
Captain.....	1	1,500
Chief Engineer (7th Grade).....	1	1,500
Mate.....	1	800
Deckhand (Laborer) @ \$480.....	3	1,440
Assistant Engineer (6th Grade).....	1	1,050
Fireman.....	1	780
<b>3—STEAMBOAT PARKHURST</b>		
Pilot.....	1	1,125
Night Pilot.....	1	1,050
Engineer (6th Grade) @ \$1,050.....	3	3,150
Deckhand @ \$480.....	2	950

## STATE HOSPITAL COMMISSION—INSTITUTIONS

## CENTRAL ISLIP STATE HOSPITAL

Chapter 27 of the Consolidated Laws, called the "Insanity Law," provides that a board of seven members, of whom not less than two shall be women, shall be appointed by the Governor, by and with the advice and consent of the Senate, for each of the State hospitals. The board is subject to the statutory powers of the Commission. The board of managers shall have the general direction and control of all property and internal affairs of the institution. It shall take care of the general interests of the hospital, maintain an effective inspection and visit the hospital at least once each month, investigate the truth of all charges made against the superintendent or other officer or employee. The State Hospital Commission, pursuant to the regulations of the Civil Service Commission, shall appoint, subject to the approval of the board of managers, a superintendent, who may be removed by the board of managers for cause. The superintendent of each hospital shall be its chief executive officer, and shall maintain an effective supervision and inspection of all parts of the hospital and generally direct the care and treatment of patients; appoint resident officers and employees.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—Administration .....	7	.....
2—General Supervision .....	31	\$23,032
3—Medical Department .....	658	312,611
4—Steward's Department .....	177	114,864
Total on annual pay-roll basis .....	866	*\$450,507

\* In addition to the amount shown above, paid for salaries and wages, maintenance valued by the hospital commission, at \$16.00 per month for ordinary employees, and at varying rates for officials and physicians, is furnished by the State to all hospital employees.

# ORGANIZATION AND FUNCTIONS

639

DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>14—CENTRAL ISLIP STATE HOSPITAL</b>		
<b>1—Administration</b> .....	7	.....
<b>2—General Supervision</b>		
1—SUPERINTENDENT'S OFFICE .....	1	\$6,000
2—GENERAL OPERATING SERVICE .....	30	17,032
<b>3—Medical Department</b>		
1—OFFICE OF MEDICAL STAFF .....	52	60,200
2—WARD SERVICE .....	604	250,611
3—PHARMACY .....	2	1,800
<b>4—Steward's Department</b>		
1—SUPERVISION .....	1	2,300
2—STEWARD'S OFFICE .....	11	9,592
3—STOREROOM .....	4	2,820
4—DOMESTIC SERVICE .....	7	2,328
5—KITCHEN SERVICE .....	30	14,616
6—BAKERY SERVICE .....	4	2,592
7—MEAT CUTTING SERVICE .....	2	1,404
8—LAUNDRY SERVICE .....	22	7,968
9—ENGINEER'S DEPARTMENT .....	46	37,260
10—BUILDING DEPARTMENT .....	22	16,620
11—INDUSTRIAL DEPARTMENT .....	11	6,432
12—FARM AND GROUNDS DEPARTMENT .....	17	10,932



TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>14—CENTRAL ISLIP STATE HOSPITAL</b>		
<b>1—Administration</b>		
Board of Managers.....	7	.....
<b>2—General Supervision</b>		
<b>1—SUPERINTENDENT'S OFFICE</b>		
Medical Superintendent (12th Grade).....	1	\$6,000
<b>2—GENERAL OPERATING SERVICE</b>		
Principal Training School (6th Grade).....	1	1,200
Coachman.....	1	720
Chief Transfer Agent.....	1	720
Chief Transfer Agent.....	1	600
Transfer Agent (Special Attendant).....	1	600
Photographer (Special Attendant).....	1	600
Janitor (Special Attendant).....	1	600
Keeper of Mortuary (Special Attendant).....	1	600
Watchman, Night, @ \$600.....	6	3,600
Watchman, Day, @ \$600.....	3	1,800
Coachman (Special Attendant).....	1	600
Chauffeur (Special Attendant).....	1	564
Transfer Agent (Special Attendant).....	1	516
Janitress (Special Attendant).....	1	516
Librarian (Special Attendant).....	1	516
Operating Room Helper (Special Attendant).....	1	516
Laboratory Assistant (Special Attendant).....	1	468
Watchman, Day.....	1	316
Drivers @ \$396.....	5	1,980
<b>3—Medical Department</b>		
<b>1—OFFICE OF MEDICAL STAFF</b>		
Assistant Physician (11th Grade).....	1	3,000
Senior Assistant Physician (10th Grade).....	1	2,200
Senior Assistant Physician (9th Grade) @ \$2,000.....	7	14,000
Senior Assistant Physician (8th Grade) @ \$1,800.....	4	7,200
Assistant Physician (7th Grade).....	1	1,500
Assistant Physician (7th Grade) @ \$1,400.....	4	5,600
Assistant Physician (7th Grade).....	1	1,300
Medical Interne @ \$1,000.....	7	7,000
Woman Interne (9th Grade) @ \$2,000.....	2	4,000
Stenographer (6th Grade) @ \$960.....	3	2,880
Stenographer (6th Grade).....	1	912
Stenographer (5th Grade) @ \$732.....	2	1,464

# ORGANIZATION AND FUNCTIONS

641

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>14—CENTRAL ISLIP STATE HOSPITAL</b>		
<b>3—Medical Department</b>		
<b>1—OFFICE OF MEDICAL STAFF — Continued</b>		
Stenographer (4th Grade).....	1	\$708
Stenographer (4th Grade).....	1	684
Stenographer (4th Grade).....	1	660
Special Attendant (Stenographer) @ \$420 to \$600.....	4	2,124
Page and Messenger.....	1	276
Page and Messenger @ \$240.....	2	480
Page and Messenger @ \$216.....	2	432
Special Attendant (Typewriter).....	1	600
Special Attendant (Office Assistant) @ \$516 to \$600.....	2	1,116
Special Attendant (Telephone Operator, Day).....	1	564
Special Attendant (Telephone Operator, Night).....	1	600
Dentist (5th Grade).....	1	900
<b>2—WARD SERVICE</b>		
Chief Supervisor.....	1	816
Chief Supervisor.....	1	744
Supervisor @ \$516 to \$744.....	21	14,640
Charge Nurse, Day, Men, @ \$504 to \$564.....	25	28,375
Charge Nurse, Day, Women, @ \$408 to \$480.....	20	9,480
Charge Nurse, Night, Men, @ \$504 to \$588.....	7	3,876
Charge Nurse, Night, Women, @ \$432 to \$504.....	8	3,864
Nurse, Day, Men, @ \$420 to \$516.....	6	2,880
Nurse, Day, Women, @ \$360 to \$420.....	18	7,020
Nurse, Night, Women, @ \$384 to \$444.....	3	1,260
Charge Attendant, Day, Men, @ \$488 to \$516.....	7	3,544
Charge Attendant, Day, Woman.....	1	420
Charge Attendant, Day, Woman.....	1	408
Charge Attendant, Night, Men, @ \$444 to \$540.....	23	11,916
Charge Attendant, Night, Women, @ \$384 to \$444.....	15	6,456
Attendant, Day, Men, @ \$312 to \$408.....	235	87,480
Attendant, Day, Women, @ \$228 to \$300.....	141	38,340
Attendant, Night, Men, @ \$360 to \$432.....	24	9,316
Attendant, Night, Women, @ \$276 to \$324.....	14	4,392
Dining Room Service Charge Attendant, Men, @ \$516.....	5	2,580
Dining Room Service Charge Attendant, Woman.....	1	420
Dining Room Service Charge Attendant, Woman.....	1	408
Dining Room Service Attendant, Day, Women, @ \$228 to \$300.....	11	3,108
Barber.....	1	660
Special Attendant (Barber).....	1	600
Firehouse Special Attendant @ \$516 to \$600.....	13	7,608

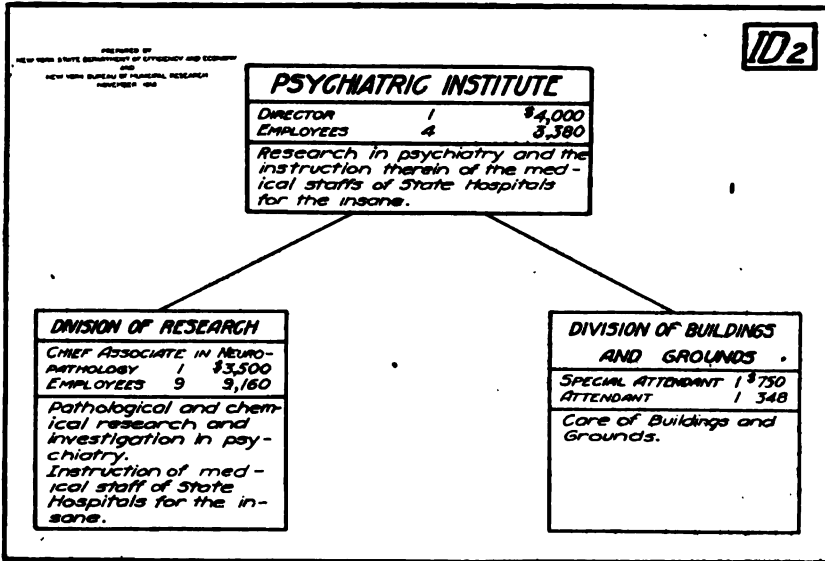
TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>14—CENTRAL ISLIP STATE HOSPITAL</b>		
<b>3—Medical Department</b>		
<b>3—PHARMACY</b>		
Pharmacist (6th Grade) .....	1	\$1,200
Special Attendant .....	1	600
<b>4—Steward's Department</b>		
<b>1—SUPERVISION</b>		
Steward (10th Grade) .....	1	2,300
<b>2—STEWARDS OFFICE</b>		
Assistant Steward (8th Grade) .....	1	1,600
Bookkeeper (7th Grade) .....	1	1,260
Accountant (6th Grade) .....	1	1,080
Stenographer (6th and 5th Grades) @ \$840 to \$960 .....	3	2,736
Special Attendant (General Office Work) @ \$516 to \$600 .....	2	1,116
Special Attendant (Requisition Clerk) .....	1	600
Special Attendant (Property and Filing Clerk) .....	1	600
Special Attendant (Estimate Clerk) .....	1	600
<b>3—STOREROOM</b>		
Storekeeper (6th Grade) .....	1	1,020
Special Attendant @ \$600 .....	3	1,800
<b>4—DOMESTIC SERVICE</b>		
Supervisor .....	1	600
Housekeeper .....	1	420
Waitress and Chambermaid @ \$240 to \$276 .....	5	1,308
<b>5—KITCHEN SERVICE</b>		
Chef (6th Grade) @ \$1,140 .....	2	2,280
Head Cook @ \$660 .....	7	4,620
Cook @ \$420 .....	10	4,200
Kitchen Helper @ \$225 to \$360 .....	9	2,316
Special Attendant (Assistant in Kitchen) @ \$600 .....	2	1,200
<b>6—BAKERY SERVICE</b>		
Baker @ \$816 .....	2	1,632
Assistant Baker .....	1	540
Baker's Helper .....	1	420

# ORGANIZATION AND FUNCTIONS

643

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>14—CENTRAL ISLIP STATE HOSPITAL</b>		
<b>4—Steward's Department</b>		
<b>7—MEAT CUTTING SERVICE</b>		
Meat Cutter.....	1	\$816
Special Attendant.....	1	588
<b>8—LAUNDRY SERVICE</b>		
Supervisor (5th Grade).....	1	900
Head Laundress.....	1	420
Laundress @ \$264.....	13	3,432
Launderer @ \$420.....	5	2,100
Special Attendant @ \$516 to \$600.....	2	1,116
<b>9—ENGINEER'S DEPARTMENT</b>		
Chief Engineer (8th Grade).....	1	1,560
First Assistant Engineer (6th Grade) @ \$984.....	2	1,968
Second Assistant Engineer (5th Grade) @ \$816.....	4	3,264
First Assistant Electric Engineer (6th Grade) @ \$984.....	2	1,968
Lineman @ \$600.....	2	1,200
Lineman (Special Attendant) @ \$600.....	2	1,200
Plumber @ \$936.....	4	3,744
Assistant Plumber (Special Attendant).....	1	588
Plumbers @ \$600.....	2	1,200
Steamfitter @ \$936.....	3	2,808
Fireman (12 hour shifts) @ \$780.....	22	17,160
Special Attendant (Sewage Disposal Plant).....	1	600
<b>10—BUILDING DEPARTMENT</b>		
Head Carpenter.....	1	936
Carpenter @ \$816.....	7	5,712
Special Attendant @ \$600.....	2	1,200
Painter @ \$816.....	2	1,632
Special Attendant @ \$600.....	2	1,200
Special Blacksmith Attendant.....	1	600
Mason.....	1	1,092
Special Attendant.....	1	600
Special Tinsmith Attendant.....	1	600
Plasterer and Mason @ \$816.....	2	1,632
Slater and Roofer.....	1	816
Special Attendant.....	1	600

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>14—CENTRAL ISLIP STATE HOSPITAL</b>		
<b>4—Steward's Department</b>		
<b>11—INDUSTRIAL DEPARTMENT</b>		
Tailor.....	1	\$768
Special Attendant.....	1	600
Shoemaker.....	1	768
Special Attendant.....	1	516
Broom Maker (Special Attendant).....	1	564
Upholsterer (Special Attendant).....	1	600
Clothing Clerk.....	1	600
Special Attendant.....	1	516
Special Attendant (Seamstress) @ \$516.....	2	1,032
Special Attendant.....	1	468
<b>12—FARM AND GROUNDS DEPARTMENT</b>		
Head Farmer.....	1	816
Dairyman.....	1	660
Farmer @ \$516.....	2	1,032
Special Attendant (Swineherd).....	1	600
Special Attendant (Poultry Keeper).....	1	600
Gardener @ \$660.....	4	2,640
Gardener.....	1	600
Gardener (Special Attendant).....	1	600
Florist.....	1	768
Blacksmith.....	1	816
Special Attendant (Coachman).....	1	600
Special Attendant (Coachman and Driver).....	1	600
Special Attendant (Truckman).....	1	600



### PSYCHIATRIC INSTITUTE

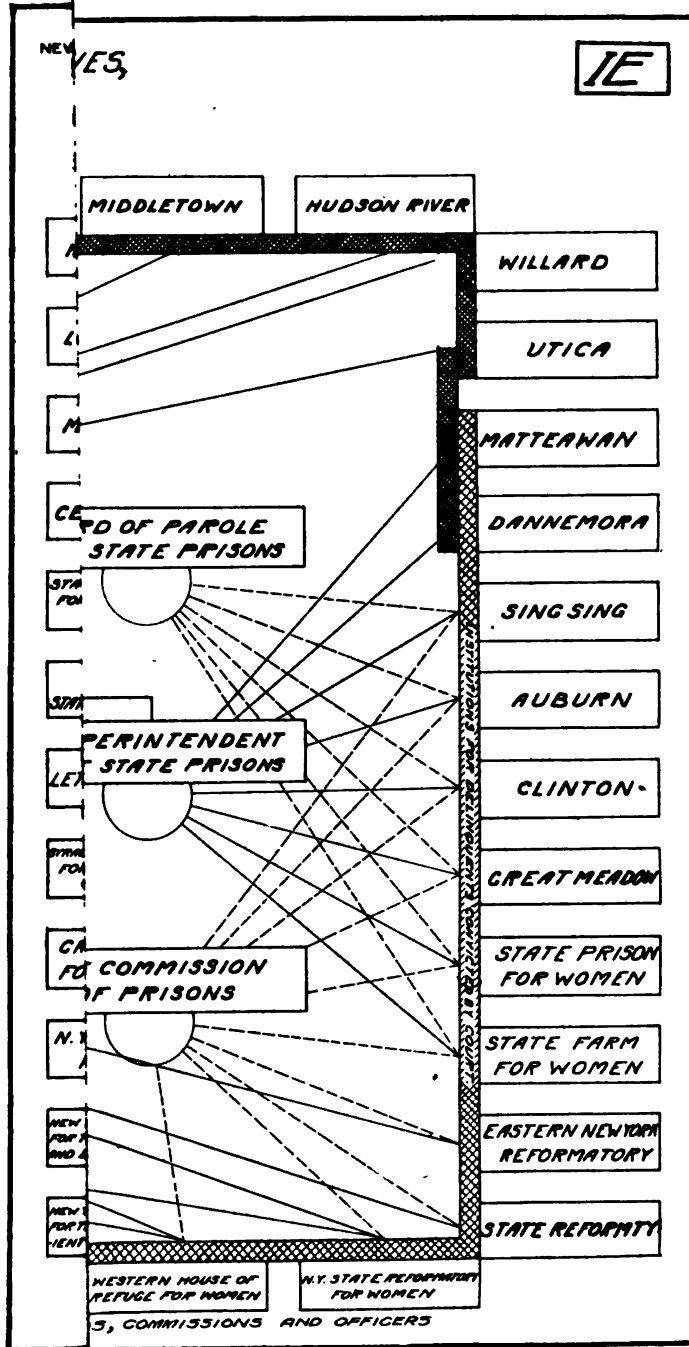
The object of this institute is the making of psychiatric and pathological researches and investigations and the giving of instruction to the members of the medical staffs of the several hospitals for the insane.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—Administration .....	5	\$7,380
2—Division of Research .....	10	12,660
3—Division of Care of Buildings and Grounds, etc. ....	2	1,098
Total on annual pay-roll basis .....	17	\$21,138

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>15—PSYCHIATRIC INSTITUTE</b>		
<b>1—Administration</b>		
Director (12th Grade) . . . . .	1	\$4,000
Directs the work of the institute and original research; teaching men coming from the different hospitals; editing the State hospital bulletin.		
Secretary (7th Grade) . . . . .	1	4,000
In charge of clerical work of the institute and of buying and receiving and distributing supplies; makes out estimates, signs vouchers and in charge of all records; revises estimates for laboratory supplies.		
Stenographer (6th Grade) . . . . .	1	1,080
Takes directors' dictation, and does stenographic work in connection with medical papers and State hospital bulletin; typewriting estimates and vouchers.		
Stenographer (listed as Laboratory Helper in Civil List) . . . . .	1	660
In charge of library; stenographic work in connection with histological chemical laboratories.		
Stenographer @ \$20 per month . . . . .	1	240
Writing clinical histories of patients (in Manhattan State Hospital which pays \$35 of the total salary of \$50).		
<b>2—Division of Research</b>		
Chief Associate in Neuropathology (12th Grade) . . . . .	1	3,500
Research in pathological anatomy; reports made to hospitals on cases sent to the institute; teaching men detailed from State hospitals for special instruction.		
Senior Assistant Physician (9th Grade) . . . . .	1	1,900
Assistant Physician (7th Grade) . . . . .	1	1,300
In charge of a ward of Manhattan State Hospital, given over to the institute for clinical study; work in clinical psychiatry.		
Medical Interne . . . . .	1	1,000
Special work in clinical psychiatry.		
Assistant Physician for Autopsies . . . . .	1	600
Special work in pathology; instruction in pathology to men assigned from State hospitals; does pathological work at Manhattan State Hospital, which pays \$1,300 of total salary of \$1,900.		
Assistant in Serology . . . . .	1	1,600
In charge of chemical laboratory; making serological tests; research work and teaching.		
Laboratory Helper . . . . .	1	720
Laboratory Helper . . . . .	1	600
Laboratory Helper . . . . .	1	540
Technical work in histological laboratory		

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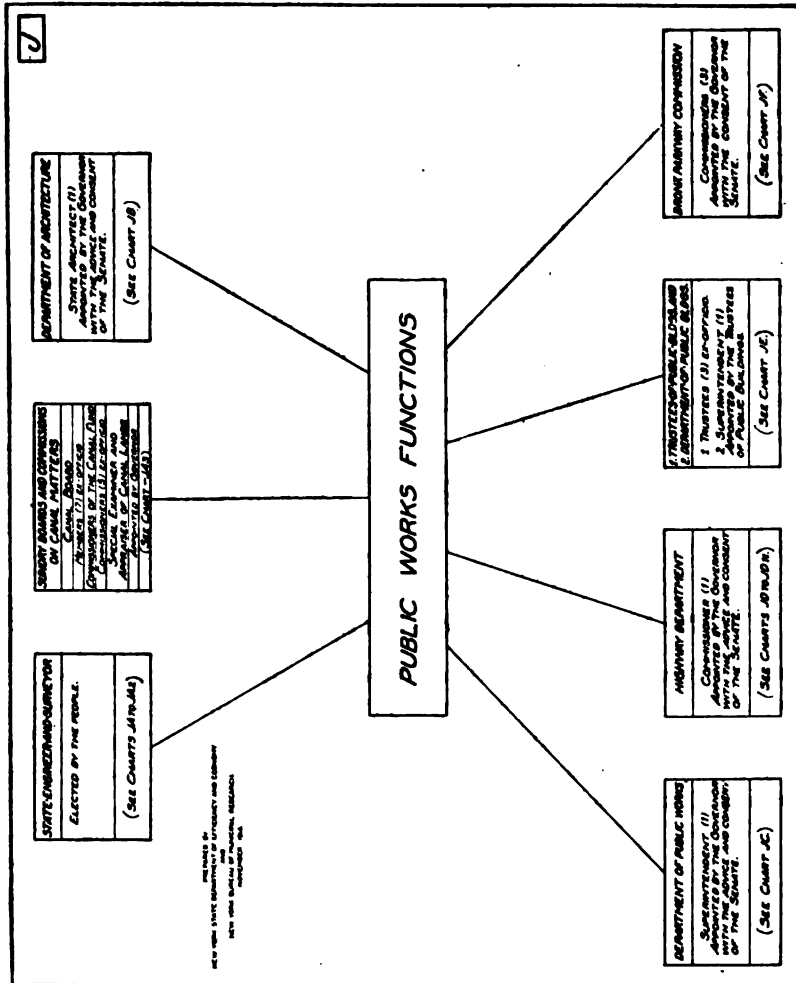
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TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE HOSPITAL COMMISSION</b>		
<b>2—Institutions</b>		
<b>15—PSYCHIATRIC INSTITUTE</b>		
<b>2—Division of Research — <i>Continued</i></b>		
Photographer (5th Grade).....	1	\$900
Making microscopic and other photographs of changes in brain fluid for preserving and further study, and for the use of hospitals and the instruction of assistants; assists in histological department.		
<b>3—Division of Care of Buildings and Grounds, Etc.</b>		
Special Attendant.....	1	750
Does general repair work, carpentry, plumbing and electrical; makes changes and repairs apparatus; cares for animals; general assistant in laboratory work.		
Attendant.....	1	348
Janitor and caretaker; cleaning, dusting, etc.		

### RETIREMENT BOARD FOR STATE HOSPITAL EMPLOYEES

Is charged with the administration of a retirement fund, established by chapter 59 of the Laws of 1912, for the purpose of paying annuities to employees of the State hospitals; and to designate employees for retirement. The board consists of three members, ex-officio, viz.: the State Comptroller and the chairman of the State Hospital Commission, and the lay member thereof.



## **PUBLIC WORKS FUNCTIONS**

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State Engineer and Surveyor  
Canal Board  
Commissioners of the Canal Fund  
Special Examiner and Appraiser of Canal Lands  
Department of Agriculture  
Department of Public Works  
Department of Highways  
Trustees of Public Buildings  
Department of Public Buildings  
Bronx Parkway Commission



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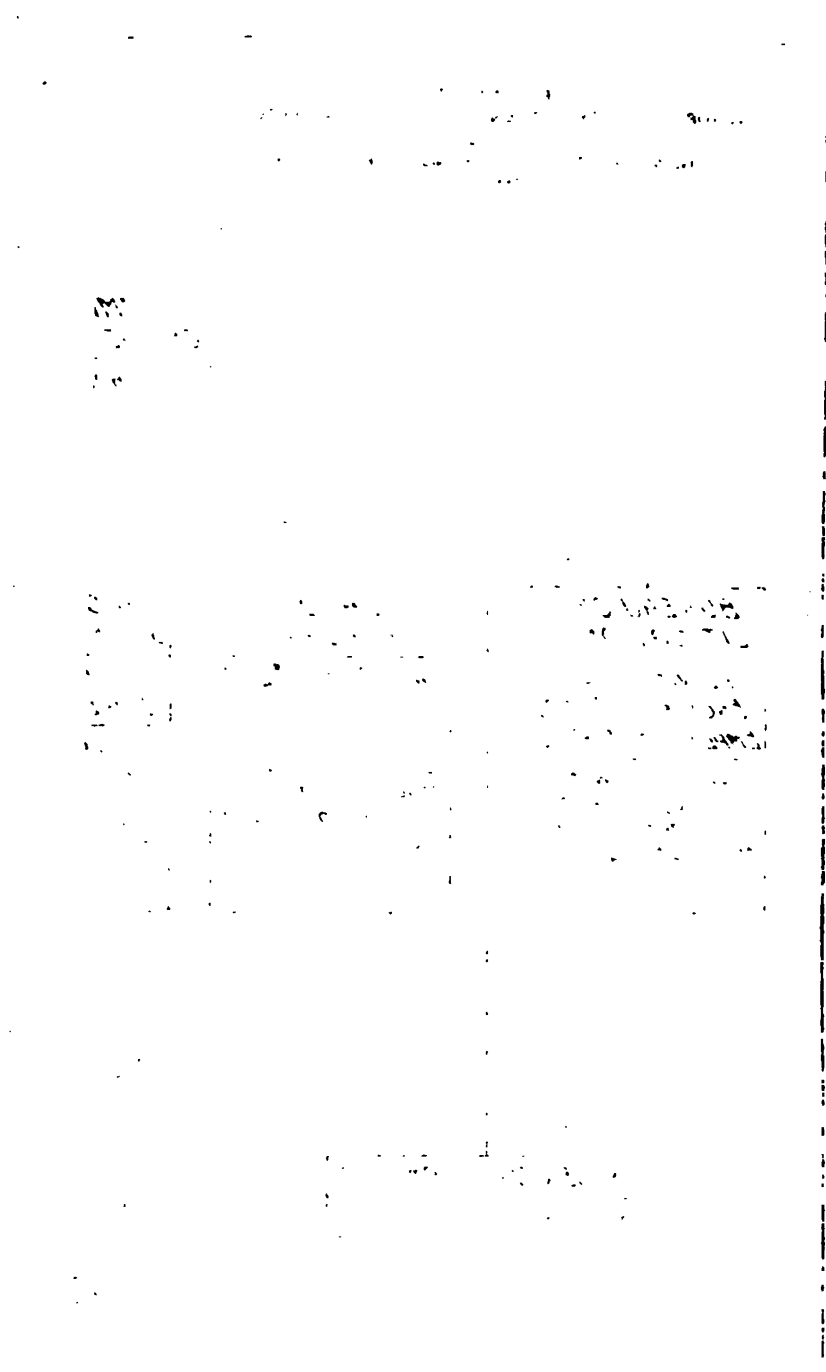
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# ORGANIZATION AND FUNCTIONS

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## STATE ENGINEER AND SURVEYOR

Engineering operations in the making of surveys, preliminary investigations and design, and supervision of construction of various public works.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—General Administration.....	16	\$37,580
2—Bureau of Litigations.....	4	9,300
3—Inspection of State Boundary Lines.....	.....	*1,000
4—Land Bureau.....	1	2,000
5—Bureau of Department Surveys.....	.....	*4,000
6—Bureau of Topography.....	.....	*10,000
7—Bureau of Hydraulics.....	.....	*1,500
8—Testing Laboratory.....	15	16,200
9—General Engineering Bureau.....	.....	*31,736
10—Construction of Barge Canals.....	730	1,009,661
11—Construction of Barge Canal Terminals.....	97	134,550
Total on annual pay-roll basis†.....	863	\$1,257,527

\* These amounts are for the services of staff assigned as needed from barge canal division.

† These totals include 700 per diem employees at salaries aggregating \$738,675, computed on a basis of 300 days per year.



DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>STATE ENGINEER AND SURVEYOR</b>		
1—General Administration		
1—EXECUTIVE OFFICE.....	6	\$23,000
2—ACCOUNTS AND RECORDS.....	10	14,580
2—Bureau of Litigations.....	4	9,300
3—Inspection of State Boundary Lines.....		1,000
4—Land Bureau.....	1	2,000
5—Bureau of Department Surveys.....		4,000
6—Bureau of Topography.....		10,000
7—Bureau of Hydraulics.....		1,500
8—Testing Laboratory.....	15	16,200
9—General Engineering Bureau.....		31,736
10—Construction of Barge Canals		
1—GENERAL SUPERVISION		
1—Executive.....	3	12,300
2—Consulting.....	5	29,200
3—Design.....	67	121,065
4—Financial.....	2	6,100
5—Clerical.....	11	14,980
6—Operation of Buildings.....	14	8,535
2—EASTERN DIVISION		
1—Division Supervision.....	4	10,800
2—Financial.....	3	6,600
3—Clerical.....	10	10,800
4—Engineering.....	230	252,750
5—Operation of Canals for Construction.....	7	10,200
3—MIDDLE DIVISION		
1—Division Supervision.....	5	12,000
2—Financial.....	2	3,600
3—Clerical.....	5	6,600
4—Engineering.....	210	290,651
5—Operation of Buildings.....	3	1,650
4—WESTERN DIVISION		
1—Division Supervision.....	6	14,880
2—Financial.....	3	5,400
3—Clerical.....	2	2,100
4—Engineering.....	138	189,450
11—Construction of Barge Canal Terminals		
1—GENERAL SUPERVISION		
1—Executive.....	2	7,500
2—Accounting and Recording.....	2	3,000
3—General Engineering on Terminals.....	12	24,000

DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>STATE ENGINEER AND SURVEYOR</b>		
11—Construction of Barge Canal Terminals— <i>Continued.</i>		
2—SOUTHERN DIVISION, NEW YORK CITY		
1—Division Supervision.....	1	\$4,000
2—Clerical.....	1	1,800
3—Engineering.....	83	36,900
3—EASTERN DIVISION, ALBANY (Under Supervision of Terminal Engineer).....	23	17,550
4—MIDDLE DIVISION (SYRACUSE)		
1—Division Supervision.....	1	4,000
2—Clerical.....	1	1,200
3—Engineering.....	18	22,200
5—WESTERN DIVISION (BUFFALO)		
1—Division Supervision.....	1	3,000
2—Engineering.....	7	9,400

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per
<b>STATE ENGINEER AND SURVEYOR</b>		
<b>8—Testing Laboratory</b>		
Routine work of testing cements; testing samples of cement proposed for use, at the various mills, testing concrete, sand screenings and other materials for special purposes.		
Resident Engineer (11th Grade)..... Supervises work of laboratory.	1	\$3,400
Assistant Engineer (8th Grade) @ \$6 per diem..... Conducts general and special tests; general laboratory work.	1	1,440
Masonry Inspector (7th Grade) @ \$5 per diem.....	1	1,440
Masonry Inspector (7th Grade) @ \$4.50 per diem..... Inspects masonry work in field; assists in laboratory tests of masonry and building materials.	2	2,160
Foreman of Public Works (7th Grade) @ \$5 per diem..... Inspects construction in field; general laboratory work.	1	1,440
Axeman (5th Grade) @ \$2.50 per diem.....	2	1,500
Laborer \$2 per diem..... General routine work of laboratory under direction of engineers.	7	4,200
<b>9—General Engineering Bureau</b>		
Employees assigned as needed from barge canal divisions for general and special engineering work of the department under the following special appropriations:		
Shinnecock Canal.....		\$3,500
Sawyer Creek.....		10,000
Greene, Schoharie County Boundaries.....		3,576
Dikes in Delaware River.....		989
Peconic River Channel.....		3,518
Three Mile Harbor Channel.....		452
Normanskill Viaduct.....		2,716
Canisteo River Improvement.....		3,120
Chadapoin River Improvement.....		3,066
Bergholtz River Improvement.....		729
Willard Dock.....		70
		<b>\$31,736</b>
<b>10—Construction of Barge Canals</b>		
For barge canal construction the state has been divided into three divisions, eastern, middle, and western, each in charge of a division engineer and each division is further divided into residencies which are in charge of resident engineers.		

Amount  
per year

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**CONSULTING.**

CONSULTING ENGINEERS 5 \$29,200

Consulting and advising in matters relative to the construction of Barge Canals

\$6,000

4,800

1,500

**CONSTRUCTION OF BUILDINGS**

EMPLOYEES 14 \$8,535

Construction and maintenance of buildings

7,200

2,000

3,000

1,800

**EASTERN DIVISION.**

DIVISION ENGINEER 1 \$4,800

EMPLOYEES 3 6,000

Constructing Barge Canals.

,000

,600

,600

,000

,503

**FINANCIAL.**

EMPLOYEES

6,600

Financial and construction estimates

**CLERICAL.**

STENOGRAPHERS

10 \$10,800

Stenographic service for Division

**ENGINEERING.**

EMPLOYEES

230 \$25,750

Constructing Barge Canals.

**OPERATION.**

RESIDENT —

ENGINEER \$3,000

EMPLOYEES

6 7,200

Operating movable dams for construction

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TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE ENGINEER AND SURVEYOR</b>		
<b>10—Construction of Barge Canals — <i>Continued</i></b>		
<b>1—GENERAL SUPERVISION</b>		
General direction of matters pertaining to the construction of barge canals.		
<b>1—Executive</b>		
Special Deputy State Engineer (Exempt) . . . . .	1	\$6,000
In charge of the construction of barge canals and matters pertaining thereto. The Special Deputy State Engineer has all the duties of the State Engineer except as member of various boards and commissions.		
Special Resident Engineer (12th Grade) . . . . .	1	4,800
Assistant to special deputy.		
Chauffeur . . . . .	1	1,500
Operation and care of automobile.		
<b>2—Consulting</b>		
Consulting Engineer . . . . .	1	7,200
Consulting Engineer @ \$60 per diem . . . . .	4	22,000
Advisors and consultants of the department in technical and engineering matters relating to barge canal construction.		
<b>3—Design</b>		
Expert in Electrical Design (12th Grade) \$20 per diem . . . . .	1	6,000
Designs all electrically operated parts and appliances.		
Supervising Engineer (12th Grade) . . . . .	1	4,800
General supervision of designing staff; designing for special engineering features.		
Resident Engineer (11th Grade) @ \$3,000 . . . . .	3	9,000
Special designing in connection with residences of the divisions.		
Bridge Designer (10th Grade) @ \$2,400 . . . . .	4	9,600
Bridge Designer (9th Grade) @ \$2,100 . . . . .	6	12,600
Bridge Designer (8th Grade) @ \$1,800 . . . . .	10	18,000
Bridge Designer (8th Grade) @ \$1,501 . . . . .	3	4,503
Design bridges to carry roads and highways over the canal and to approve of plans submitted by corporations for proposed bridges over the canal.		
Bridge Draftsman (7th Grade) . . . . .	1	1,201
Junior Bridge Draftsman (6th Grade) . . . . .	1	1,200
Junior Bridge Draftsman (6th Grade) . . . . .	1	1,000
Junior Bridge Draftsman (6th Grade) . . . . .	1	901
Preparing designs and general drafting for bridge construction.		

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE ENGINEER AND SURVEYOR</b>		
<b>10—Construction of Barge Canals</b>		
<b>1—GENERAL SUPERVISION</b>		
<b>3—Design—Continued</b>		
Engineering Draftsman (7th Grade) @ \$5 per diem . . . . .	5	\$7,500
Architectural Draftsman (6th Grade) . . . . .	1	1,800
Mechanical Engineer and Draftsman (10th Grade) . . . . .	1	2,400
Mechanical Draftsman (8th Grade) . . . . .	1	1,800
Tracer (6th Grade) @ \$1,000 . . . . .	4	4,000
Tracer (5th Grade) @ \$900 . . . . .	2	1,800
Preparation of plans and general drafting work and computations required for mechanical construction of canals and canal structures.		
Assistant Engineer (9th Grade) @ \$7 per diem . . . . .	8	14,700
Assistant Engineer (8th Grade) @ \$6 per diem . . . . .	4	6,200
Assistant Engineer (7th Grade) @ \$5 per diem . . . . .	2	3,000
In charge of field parties, securing, arranging, and preparing engineering reports on physical conditions for use of the bureau of design.		
Leveler (7th Grade) @ \$5 per diem . . . . .	1	1,500
Leveler (7th Grade) @ \$4.50 per diem . . . . .	2	2,700
Rodman (6th Grade) @ \$4 per diem . . . . .	2	2,400
Chainman (5th Grade) @ \$3 per diem . . . . .	1	900
Work in field parties under assistant engineers.		
Titlemaker (8th Grade) . . . . .	1	1,560
Designs and engraves titles for charts and maps.		
<b>4—Financial</b>		
Financial Clerk and Auditor (Exempt) . . . . .	1	4,000
Clerk (9th Grade) . . . . .	1	2,100
Keeping financial records and auditing vouchers and requisitions.		
<b>5—Clerical</b>		
Canal Clerk (8th Grade) . . . . .	1	1,800
Clerk (7th Grade) @ \$1,500 . . . . .	3	4,500
Clerk (6th Grade) . . . . .	1	1,200
Keeping general books and records; preparation of reports and requisitions; checking vouchers, payrolls, expense disbursements, estimates computations and general office vouchers.		
Stenographer (8th Grade) . . . . .	1	1,680
Stenographer (6th Grade) @ \$1,200 . . . . .	4	4,800
Stenographer (6th Grade) . . . . .	1	1,000
Preparation and care of correspondence, typing reports and statistics; filing and indexing; general office routine of department.		
<b>6—Operation of Buildings</b>		
Nightwatchman . . . . .	1	960
Patrols buildings and headquarters offices.		

# ORGANIZATION AND FUNCTIONS

659

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE ENGINEER AND SURVEYOR</b>		
<b>10—Construction of Barge Canals</b>		
<b>1—GENERAL SUPERVISION</b>		
<b>6—Operation of Buildings—Continued</b>		
Laborer @ \$2 per diem .....	12	\$7,200
Charwoman @ \$1.25 per diem .....	1	375
General manual and other labor in and around buildings, storehouse and other structures about the division headquarters; handling supplies; cleaning and janitor service.		
<b>2—EASTERN DIVISION</b>		
The Eastern Division includes that part of the system that extends from the Troy dam west to the Herkimer-Oneida county line on the Erie canal and north to the southern end of Lake Champlain.		
<b>1—Division Supervision.</b>		
Division Engineer (Exempt) .....	1	4,800
The division engineer is in charge of the construction of the barge canal within the defined limits, receiving reports from the various resident engineers, supervising the work performed under them and reporting on the whole to the State Engineer and Surveyor.		
Assistant Engineer (9th Grade) @ \$7 per diem .....	1	2,100
Confidential Stenographer to Division Engineer (Exempt) .....	1	2,400
Chauffeur for Division Engineer .....	1	1,500
<b>2—Financial</b>		
Cashier (Exempt) .....	1	1,800
Handles cash funds of division, making payment and advances therefrom and reporting to the comptroller through the surveyor's office.		
Estimate Clerk (11th Grade) .....	1	3,000
Clerk (8th Grade) .....	1	1,800
Reviewing and checking contractor's estimates of work performed; verifying engineer's estimates.		
<b>3—Clerical</b>		
Stenographer (7th Grade) .....	1	1,500
Stenographer (6th Grade) @ \$1,200 .....	4	4,800
Stenographer (5th Grade) @ \$900 .....	5	4,500
Preparation and care of correspondence, typing, indexing and filing division reports and statements.		
<b>4—Engineering</b>		
Resident Engineer (12th Grade) @ \$3,000 .....	8	24,000
In charge of the construction work performed on a residency, receiving the reports of the assistants and in turn reporting to the division engineer.		



TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>STATE ENGINEER AND SURVEYOR</b>		
<b>10—Construction of Barge Canals</b>		
<b>2—EASTERN DIVISION</b>		
<b>4—Engineering—Continued</b>		
Assistant Engineer (9th Grade) @ \$7 per diem .....	17	\$35,700
Assistant Engineer (8th Grade) @ \$6 per diem .....	17	30,600
Assistant Engineer (7th Grade) @ \$5 per diem .....	7	10,500
Supervising construction work under contract; reviewing and checking estimates of work performed, inspecting and approving of character of work and material.		
Leveler (7th Grade) @ \$5 per diem .....	6	9,000
Leveler (7th Grade) @ \$4.50 per diem .....	8	10,800
Rodman (6th Grade) @ \$4 per diem .....	13	15,600
Rodman (6th Grade) @ \$3.50 per diem .....	2	2,100
Chainman (6th Grade) @ \$3 per diem .....	11	9,900
Chainman (5th Grade) @ \$2.50 per diem .....	5	3,750
Chainman (Provisional) (5th Grade) @ \$2.50 per diem .....	20	15,000
Axman (5th Grade) @ \$2.50 per diem .....	1	750
Assigned to field party work under assistant engineers.		
Bridge Designer (10th Grade) .....	1	2,400
Junior Bridge Draftsman (6th Grade) .....	1	1,200
Engineering Draftsman (8th Grade) @ \$6 per diem .....	1	1,800
Engineering Draftsman (7th Grade) @ \$5 per diem .....	1	1,500
Engineering Draftsman (9th Grade) @ \$4.50 per diem .....	2	2,700
Drafting, platting and charting; field work in co-operation with Bureau of Design.		
Inspector of Public Works (7th Grade) @ \$5 per diem .....	1	1,500
Inspects materials and character of work under construction.		
Masonry Inspector (7th Grade) @ \$5 per diem .....	8	12,000
Masonry Inspector (7th Grade) @ \$4.50 per diem .....	1	1,350
Masonry Inspector (6th Grade) @ \$4 per diem .....	1	1,200
Sample and inspect materials, and oversee masonry construction.		
Laborer @ \$2 per diem .....	96	57,600
Assigned to assist engineers, levelers, rodmen, etc.		
Boatman @ \$3 per diem .....	2	1,800
Care and operation of boats used on canal during construction.		
<b>5—Operation of Canals for Construction</b>		
Resident Engineer (11th Grade) .....	1	3,000
Supervising the operation and maintenance of movable dams.		
Movable Dam Tender (6th Grade) .....	6	7,200
A dam tender and three assistants are assigned for the operation and care of each dam.		

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year.
<b>STATE ENGINEER AND SURVEYOR</b>		
<b>10—Construction of Barge Canals — <i>Continued</i></b>		
<b>3—MIDDLE DIVISION</b>		
Middle Division extends from the east line of Oneida county to the south line of Wayne county, includes the Otsego branch, the Cayuga and Seneca branch and the territory covered by the Delta and Hinckley reservoirs in Oneida and Herkimer counties.		
<b>1—Division Supervision</b>		
Division Engineer (Exempt).....	1	\$4,800
The division engineer is in charge of the construction of the barge canal within the defined limits, receiving reports from the various resident engineers supervising the work performed under them and reporting on the whole to the State Engineer and Surveyor.		
First Resident Engineer (12th Grade).....	1	3,000
Charge of the construction work performed on a residency, receiving the reports of the assistants and in turn reporting to the division engineer.		
Engineering Draftsman (7th Grade) @ \$5 per diem.....	1	1,500
Confidential Stenographer to Division Engineer (Exempt).....	1	1,500
Chauffeur to Division Engineer.....	1	1,200
<b>2—Financial</b>		
Cashier (Exempt).....	1	1,800
Handles cash funds of division making payment and advances therefrom and reporting to the comptroller through the surveyor's office.		
Estimate Clerk (8th Grade).....	1	1,800
Reviewing and checking contractor's estimates of work performed; verifying engineer's estimates.		
<b>3—Clerical</b>		
Compiler of Records (7th Grade).....	1	1,500
Stenographer (7th Grade) @ \$1,500.....	2	3,000
Stenographer (6th Grade).....	1	1,200
Stenographer (5th Grade).....	1	900
Preparation and care of correspondence, typing, indexing and filing division reports and statements.		
<b>4—Engineering</b>		
Resident Engineer (12th Grade) @ \$3,000.....	8	48,000
Charge of the construction work performed on a residency, receiving the reports of the assistants and in turn reporting to the division engineer.		
Assistant Engineer (9th Grade) @ \$7 per diem.....	26	54,600
Assistant Engineer (8th Grade) @ \$6 per diem.....	10	18,000
Assistant Engineer (7th Grade) @ \$5 per diem.....	15	22,500
Supervising construction work under contract, reviewing and checking estimates of work performed, inspection and approval of character of work and material.		

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>STATE ENGINEER AND SURVEYOR</b>		
<b>10—Construction of Barge Canals</b>		
<b>3—MIDDLE DIVISION</b>		
<b>4—Engineering—Continued</b>		
Leveler (6th Grade) @ \$5 per diem . . . . .	11	\$16,500
Leveler (6th Grade) @ \$4 per diem . . . . .	14	16,800
Rodman (6th Grade) @ \$4 per diem . . . . .	14	16,800
Rodman (6th Grade) @ \$3.50 per diem . . . . .	10	10,500
Chainman (5th Grade) @ \$3 per diem . . . . .	9	8,100
Chainman (5th Grade) @ \$7 per diem . . . . .	7	5,250
Chainman (Provisional) (5th Grade) @ \$2.50 per diem . . . . .	4	3,000
Axeman (5th Grade) @ \$2.50 per diem . . . . .	1	750
Assigned to field party work under assistant engineers.		
Engineering Draftsman (7th Grade) @ \$5 per diem . . . . .	5	7,500
Engineering Draftsman (7th Grade) @ \$4.50 per diem . . . . .	1	1,350
Bridge Draftsman (7th Grade) . . . . .	1	1,201
Bridge Designer (8th Grade) . . . . .	1	1,800
Tracer (6th Grade) . . . . .	1	1,000
Tracer (5th Grade) . . . . .	1	900
Drafting, platting and charting field work in co-operation with bureau of design.		
Masonry Inspector (6th Grade) @ \$5 per diem . . . . .	11	16,500
Masonry Inspector (6th Grade) @ \$4 per diem . . . . .	1	1,200
Inspects materials and character of work under construction.		
Laborer @ \$2 per diem . . . . .	49	29,400
Assigned to assist engineers, levelers, rodmen, etc.		
Boatman @ \$3 per diem . . . . .	10	9,000
Care and operation of boats used on canal during construction.		
<b>5—Operation of Buildings</b>		
Fireman @ \$75 per month* . . . . .	1	450
Laborer @ \$2 per diem . . . . .	2	1,200
Charge of heating plant; care taking and janitor service at headquarters office of division.		
<b>4—WESTERN DIVISION</b>		
Western Division includes the existing and proposed lines of the Erie canal lying west of the Wayne-Seneca county line.		
<b>1—Division Supervision</b>		
Division Engineer (Exempt) . . . . .	1	4,800
The division engineer is in charge of the construction of the barge canal within the defined limit receiving reports from the various resident engineers supervising the work performed under them and reporting on the whole to the State Engineer and Surveyor.		
Resident Engineer (11th Grade) . . . . .	1	3,000
Charge of the construction work performed on a residency, receiving the reports of the assistants and in turn reporting to the division engineer.		

\* One-half paid by Superintendent of Public Works.

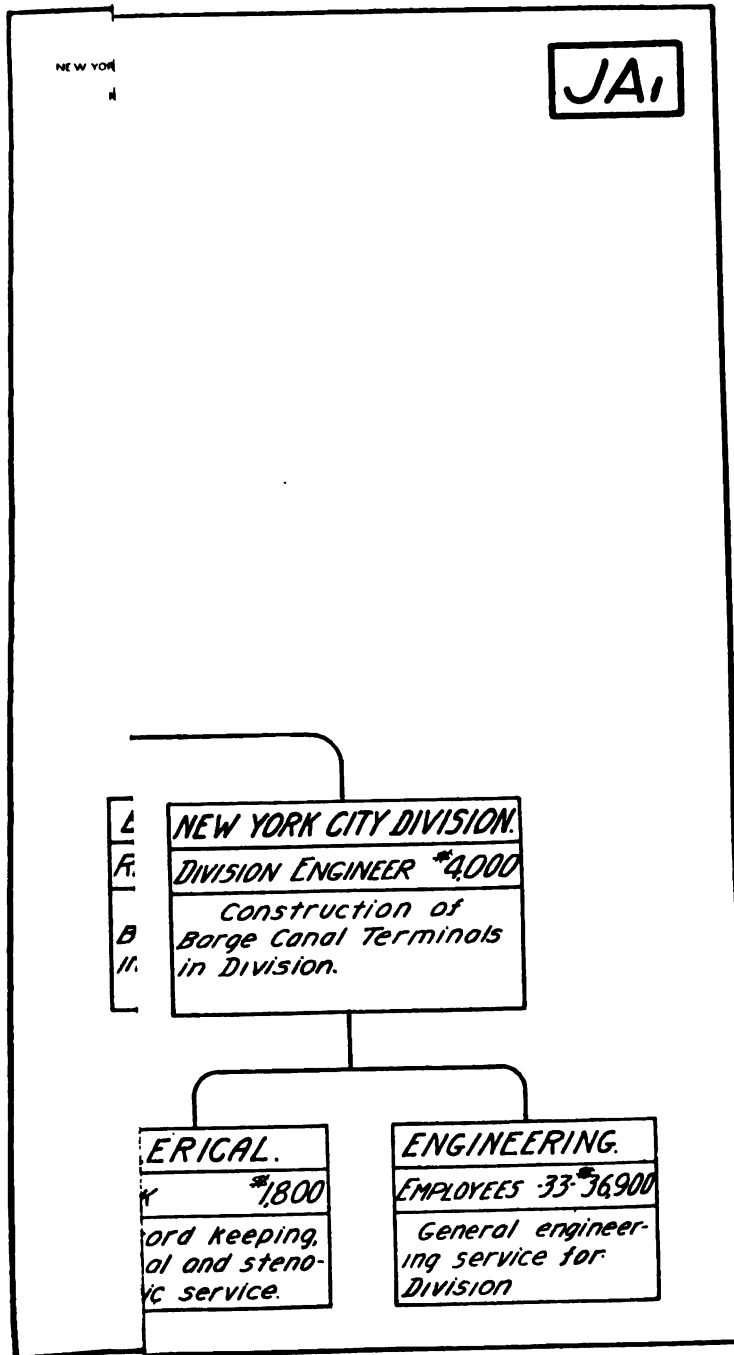
# ORGANIZATION AND FUNCTIONS

663

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE ENGINEER AND SURVEYOR</b>		
<b>10—Construction of Barge Canals</b>		
<b>4—WESTERN DIVISION</b>		
<b>Division Supervision — Continued</b>		
Assistant Engineer (9th Grade) @ \$7 per diem . . . . .	1	\$2,100
Electrical Engineer (9th Grade) . . . . .	1	2,100
Assist division engineer in general supervision of mechanical and electrical engineering appliance construction matters.		
Confidential Stenographer to Division Engineer (Exempt) . . . . .	1	1,500
Chauffeur to Division Engineer . . . . .	1	1,380
<b>2—Financial</b>		
Cashier (Exempt) . . . . .	1	1,800
Handles cash funds of division making payment and advances therefrom and reporting to the comptroller through the surveyor's office.		
Estimate Clerk (8th Grade) @ \$1,800 . . . . .	2	3,600
Reviewing and checking contractor's estimates of work performed; verifying engineer's estimates.		
<b>3—Clerical</b>		
Stenographer . . . . .	1	1,200
Stenographer . . . . .	1	900
Preparation and care of correspondence; typing, indexing and filing division reports and statements.		
<b>4—Engineering</b>		
Resident Engineer (11th Grade) @ \$3,000 . . . . .	3	9,000
In charge of the construction work performed on a residency, receiving the reports of the assistants and in turn reporting to the division engineer.		
Supervising Engineer (11th Grade) . . . . .	1	3,000
In charge of special features of construction under contract.		
Electrical Engineer (8th Grade) . . . . .	1	1,800
Supervising electrical construction and equipment and installation of electrical appliances.		
Assistant Engineer (9th Grade) @ \$7 per diem . . . . .	16	33,600
Assistant Engineer (8th Grade) @ \$6 per diem . . . . .	16	28,800
Assistant Engineer (7th Grade) @ \$5 per diem . . . . .	11	16,500
Supervising construction work under contract, reviewing and checking estimates of work performed, inspection and approval of character of work and material.		
Leveler (7th Grade) @ \$5 per diem . . . . .	4	6,000
Leveler (7th Grade) @ \$4.50 per diem . . . . .	11	14,850
Rodman (6th Grade) @ \$4 per diem . . . . .	12	14,400
Rodman (6th Grade) @ \$3.50 per diem . . . . .	10	10,500
Chainman (5th Grade) @ \$3 per diem . . . . .	13	11,700
Axeman (5th Grade) @ \$2.50 per diem . . . . .	2	1,500
Assigned to field party work under assistant engineers.		

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE ENGINEER AND SURVEYOR</b>		
<b>10—Construction of Barge Canal</b>		
<b>4—WESTERN DIVISION</b>		
<b>4—Engineering — Continued</b>		
Engineering Draftsman (7th Grade) @ \$5 per diem .....	4	\$6,000
Engineering Draftsman (7th Grade) @ \$4.50 per diem .....	3	4,050
Engineering Draftsman (6th Grade) @ \$4 per diem .....	3	3,600
Drafting, platting and charting field work in co-operation with bureau of design.		
Foreman of Borings (6th Grade) @ \$4 per diem .....	2	2,400
Charge of boring work to determine character of material affecting proposed excavation for foundations.		
Masonry Inspector (7th Grade) @ \$5 per diem .....	3	4,500
Masonry Inspector (7th Grade) @ \$4.50 per diem .....	3	4,050
Masonry Inspector (6th Grade) @ \$4 per diem .....	2	2,400
Inspects materials and character of work under construction.		
Laborer @ \$2 per diem .....	18	10,800
Assigned to assist engineers, levelers, rodmen, etc.		
<b>11—Construction of Barge Canal Terminals</b>		
The construction of suitable terminals at various points along the barge canal, the locations being grouped in districts corresponding to the division of the canal construction. Each district has its headquarters located in the principal city under the supervision of an engineer.		
<b>1—GENERAL SUPERVISION</b>		
Supervision of barge canal terminals construction.		
<b>1—Executive</b>		
Terminal Engineer (Exempt) .....	1	6,000
Chief engineer in charge of the preliminary work in connection with construction of barge canal terminals; supervising surveys, construction of maps and preparation of records and statistics.		
Chauffeur .....	1	1,500
Operation and care of automobile.		
<b>2—Accounting and Recording</b>		
Bookkeeper (8th Grade) .....	1	1,800
Stenographer (6th Grade) .....	1	1,200
Charge of office and field records of terminal division, checking reports, payrolls and vouchers; indexing and filing, typing correspondence and records; general office routine.		

Amount  
per year



\$2,700  
12,600  
3,600

2,100  
3,000

4,000

1,800

4,200  
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TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>STATE ENGINEER AND SURVEYOR</b>		
<b>11—Construction of Barge Canal Terminals</b>		
<b>1—GENERAL SUPERVISION—Continued</b>		
<b>3—General Engineering on Terminals</b>		
Civil Engineer at Grade Crossings.....	1	\$2,700
Assistant Engineer (9th Grade) @ \$7 per diem.....	6	12,600
Assistant Engineer (8th Grade) @ \$6 per diem.....	2	3,600
Charge of engineering work in connection with elimination of grade crossings.		
Bridge Designer (9th Grade).....	1	2,100
Engineering Draftsman (7th Grade) @ \$5 per diem.....	2	3,000
Designing, planning, drafting and general engineering office details of terminal construction.		
<b>2—SOUTHERN DIVISION (NEW YORK CITY)</b>		
<b>1—Division Supervision</b>		
Division Engineer (Exempt).....	1	4,000
Charge of the terminal construction work within the division; supervision of field and office forces.		
<b>2—Clerical</b>		
Clerk.....	1	1,800
Charge of terminal records and reports; copies indexes and files estimates and correspondence.		
<b>3—Engineering</b>		
Assistant Engineer (9th Grade) @ \$7 per diem.....	2	4,200
Assistant Engineer (9th Grade) @ \$6 per diem.....	4	7,200
Assistant Engineer (7th Grade) @ \$5 per diem.....	2	3,000
Supervising construction work under contract, reviewing and checking estimates of work performed, inspection and approval of character of work and material.		
Rodman (6th Grade) @ \$3.50 per diem.....	2	2,100
Assigned to field party work under assistant engineers.		
Boatman @ \$3 per diem.....	19	17,100
Care and operation of boats used on canal during construction.		
Laborer @ \$2 per diem.....	3	1,800
Assisting engineers in surveying and field work.		
Foreman of Borings (7th Grade) @ \$5 per diem.....	1	1,500
Charge of boring work to determine character of material affecting proposed excavation for foundations.		
<b>3—EASTERN DIVISION (ALBANY)</b>		
Terminal Engineer @ \$5 per day.....	1	1,500
General administration of terminal construction and direction of work in eastern division.		



TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>STATE ENGINEER AND SURVEYOR</b>		
<b>11—Construction of Barge Canal Terminals</b>		
<b>3—EASTERN DIVISION (ALBANY)—Continued</b>		
Leveler (7th Grade) @ \$4.50 per diem.....	2	\$2,700
Rodman (6th Grade) @ \$4 per diem.....	1	1,200
Chainman (5th Grade) @ \$3 per diem.....	2	1,800
Chainman (5th Grade) @ \$2.50 per diem.....	1	750
Assigned to field party work under assistant engineers.		
Laborer @ \$2 per diem.....	16	9,600
Assigned to assist engineers, levelers, rodmen, etc.		
<b>4—MIDDLE DIVISION (SYRACUSE)</b>		
<b>1—Division Supervision</b>		
Division Engineer (Exempt).....	1	4,000
In charge of the terminal construction work within the division; supervision of field and office forces.		
<b>2—Clerical</b>		
Stenographer (6th Grade).....	1	1,200
Preparation and care of correspondence, typing, indexing and filing division reports and statements.		
<b>3—Engineering</b>		
Resident Engineer (11th Grade).....	1	3,000
In charge of the construction work performed on a residency, receiving the reports of the assistants and in turn reporting to the division engineer.		
Supervising Engineer (11th Grade).....	1	3,000
Assistant Engineer (9th Grade) @ \$6 per diem.....	2	3,600
Assistant Engineer (9th Grade) @ \$7 per diem.....	3	6,300
Supervising construction work under contract, reviewing and checking estimates of work performed, inspection and approval of character of work and material.		
Leveler (7th Grade) @ \$4.50 per diem.....	2	2,700
Chainman (5th Grade) @ \$3 per diem.....	1	900
Assigned to field party work under assistant engineers.		
Laborer @ \$2 per diem.....	2	1,200
Assigned to assist engineers, levelers, rodmen, etc.		
Masonry Inspector (7th Grade) @ \$5 per diem.....	1	1,500
Inspects materials and character of work under construction.		
<b>5—WESTERN DIVISION (BUFFALO)</b>		
<b>1—Division Supervision</b>		
Resident Engineer (Acting Division Engineer) (11th Grade)...	1	3,000
In charge of the construction work performed on a residency, receiving the reports of the assistants and in turn reporting to the division engineer.		

# ORGANIZATION AND FUNCTIONS

667

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>STATE ENGINEER AND SURVEYOR</b>		
<b>11—Construction of Barge Canal Terminals</b>		
<b>4—WESTERN DIVISION (BUFFALO)—Continued</b>		
<b>2—Engineering</b>		
Assistant Engineer (9th Grade) @ \$7 per diem . . . . .	1	\$2,100
Assistant Engineer (8th Grade) @ \$6 per diem . . . . .	2	3,600
Supervising construction work under contract, reviewing and checking estimates of work performed, inspection and approval of character of work and material.		
Leveler (7th Grade) @ \$5 per diem . . . . .	1	1,500
Laborer @ \$2 per diem . . . . .	2	1,200
Tracer (6th Grade) . . . . .	1	1,000
Assigned to field party work under assistant engineers.		

# TE OF NEW YORK

... and water rights or property rights, appropriated for the improved canals. Fixes and determines, with owners upon a fair valuation and price, subject to approval by the Canal Board,

Have supervision and management of the Canal Fund. Make advances to the Supts of Repairs. Make recommendations and reports to the Legislature. May borrow money when authorized.

Has control over canal boundaries, sale, purchase and abandonment of canal lands. Approves plans, specifications, and maps of canals, canal lands and structures submitted by the State Engineer. Amount paid to Consulting Engineers \$19640 in fees at \$40 per diem each.

x Secretary designated by Comptroller

### CANAL BOARD

The canal board has the power to fix and change canal boundaries; determine whether certain canal lands may be sold, exchanged or abandoned; investigate all matters and transactions connected with canals; examine and approve or disapprove plans and estimates submitted by the State Engineer; order the sale of surplus waters of the canals or creeks; grant permits for the erection of buildings for commercial or manufacturing purposes and investigate charges against canal officials. The board consists of seven members, all ex-officio, viz.: The Lieutenant-Governor, Secretary of State, Comptroller, Treasurer, Attorney-General, State Engineer and Surveyor, Superintendent of Public Works.

A secretary is appointed by the Comptroller at a compensation not to exceed \$3,500

### THE COMMISSIONERS OF THE CANAL FUND

The commissioners of the canal fund supervise and manage the canal fund; make recommendations and report to the Legislature; make advances to superintendents of repairs, and may borrow money when authorized. The meetings of the commissioners are held in the office of the Comptroller. The commissioners of the canal fund are: The Lieutenant-Governor, the Secretary of State, the Comptroller, the Treasurer, the Attorney-General.

A secretary is designated by the Comptroller, from among his own staff, to serve for such time as the Comptroller sees fit, without compensation.

**SPECIAL EXAMINER AND APPRAISER OF CANAL LANDS**

Appointed by the Governor. Inspects lands, structures, water and property rights appropriated by the State for improved canals. Determines with owners upon valuation of any portion of such real property, structures, water or property rights, or damage resulting to owner or occupant, and agrees upon a price therefor, subject to the approval of the canal board. In addition to the regular staff he may appoint two temporary appraisers payable from the terminal fund.

ORGANIZATION	Number of employees	Amount pay-roll basis
<b>SPECIAL EXAMINER AND APPRAISER OF CANAL LANDS</b>		
Appraiser and Examiner..... Examination and appraisal of property appropriated for barge canal terminal purposes and settlement of claims in connection therewith.	1	*\$5,000
Temporary Assistants @ \$3,000..... Examining, appraising, etc. for lands appropriated for barge canal terminals.	2	†6,000
Temporary Assistants @ \$2,500..... Examination and appraisal, etc. of lands appropriated for barge canal purposes.	2	*5,000
Stenographer, Clerk (7th Grade).....	1	*1,500
Secretary..... General stenographic and clerical work in connection with the activities of examination, appraisal, etc., of lands.	1	*1,200
Total on annual pay-roll basis.....	7	\$18,700

\* Paid from barge canal fund.

† Paid from terminal fund.

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Amount  
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\$10,000  
 4,200  
 2,400  
 41,820  
 7,220  
 3,850  
 14,445  
 65,404  
 26,070  
 14,751  
 2,750

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\$192,910

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DETAILS OF ORGANIZATION	Number of employees	Amount per year
<b>DEPARTMENT OF ARCHITECTURE</b>		
1—General Administration.....	1	\$10,000
2—Special Architect.....	1	4,200
3—Advisory.....	1	2,400
4—Field Division		
1—EXECUTIVE.....	2	6,400
2—FIELD SUPERVISION.....	18	35,420
5—Office Management.....	7	7,220
6—Publicity and Legislation.....	2	3,850
7—Records and Accounts		
1—EXECUTIVE.....	1	4,000
2—ACCOUNTING.....	5	6,120
3—CONTRACT PUBLICITY.....	4	4,325
8—Construction, Designing and Testing		
1—EXECUTIVE.....	2	6,200
2—DRAFTING.....	33	54,404
3—STRUCTURAL DESIGNING AND TESTING.....	2	4,800
9—Engineering		
1—EXECUTIVE.....	2	4,400
2—HEATING DESIGN.....	6	11,220
3—ELECTRICAL DESIGN.....	3	5,100
4—SANITARY DESIGN.....	3	5,350
10—Repair of Capitol (Temporary Staff).....	9	14,751
11—New York Office.....	2	2,750
12—Special Drafting		

# ORGANIZATION AND FUNCTIONS

673

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>DEPARTMENT OF ARCHITECTURE</b>		
<b>1—General Administration</b>		
State Architect (Exempt).....	1	\$10,000
Appointed by the Governor, by and with the advice and consent of the Senate, for a term of three years.		
Executive head of the Department of Agriculture.		
Member of Commission on Sites, Buildings and Grounds.		
<b>2—Special Architect</b>		
Architectural Expert (Exempt).....	1	4,200
Special assignment to the supervision of the construction of the Cornell University Drill Hall, at Ithaca.		
<b>3—Advisory</b>		
Architectural Expert (Exempt) \$13 per diem.....	.....	.....
Employed as needed to make special structural investigations.		
Expert on Institutional Survey (Exempt).....	1	\$2,400
Special advice on institutional matters.		
<b>4—Field Division</b>		
<b>1—EXECUTIVE</b>		
Executive Deputy (12th Grade).....	1	5,000
General assistant to State Architect. Direct charge of field forces.		
Confidential Inspector (Exempt).....	1	1,400
Makes special investigations for the assistant deputy.		
<b>2—FIELD SUPERVISION</b>		
Chief Inspector (11th Grade).....	1	3,000
In charge of inspection of all construction work under supervision of the State Architect.		
Stenographer (6th Grade).....	1	1,200
Stenographer (4th Grade).....	1	720
Stenographer and Clerk (7th Grade).....	1	1,400
Handles all correspondence in chief inspector's office.		
Engineering Inspector (9th Grade).....	1	1,900
Engineering Inspector (11th Grade).....	1	2,500
Superintendents of Construction (8th Grade) @ \$1,800.....	3	5,400
Superintendent of Construction (9th Grade).....	1	1,900
Superintendents of Construction (9th Grade) @ \$2,000.....	3	6,000
Superintendents of Construction (9th Grade) @ \$2,100.....	2	4,200
Superintendents of Construction (10th Grade) @ \$2,400.....	3	7,200



TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>DEPARTMENT OF ARCHITECTURE</b>		
<b>5—Office Management</b>		
Executive Clerk (10th Grade) . . . . . General charge of clerical force; responsible for all the mail; getting out all contracts; checking awards and approvals; sees that all papers are in legal form; tabulates bids; looks after insurance; handles contracts from inspection to completion.	1	\$2,300
Stenographer (7th Grade) . . . . . Chief stenographer to executive clerk.	1	1,500
Stenographer (6th Grade) . . . . .	1	1,200
Stenographer (5th Grade) . . . . .	1	900
Stenographer (3d Grade) . . . . .	1	600
Stenographer (1st Grade) . . . . . General stenographic duties.	1	360
Office Boy (1st Grade) . . . . . Assists office force.	1	360
<b>6—Publicity and Legislation</b>		
Assistant Secretary (11th Grade) . . . . . Confidential assistant on legislative and publicity matters.	1	2,650
Messenger (6th Grade) . . . . . Messenger for the assistant secretary.	1	1,200
<b>7—Records and Accounts</b>		
<b>1—EXECUTIVE</b>		
Secretary (Exempt) . . . . . Responsible for department of accounts, contract publicity and records; making all pay-rolls; handling expense accounts and distribution of same; handles orders on contracts, office charges, special fund estimates, certificates; responsible for preparation of proposals, advertising same, mimeographing, printing and blue-printing; handles outgoing mail; supplies; filing of plans and correspondence, and prepares current and annual reports.	1	4,000
<b>2—ACCOUNTING</b>		
Chief Clerk (8th Grade) . . . . . Handles accounts, pay-rolls, expense accounts and other departmental and appropriation accounts; does practically all the bookkeeping.	1	1,700
Stenographer (7th Grade) . . . . . Assists chief clerk.	1	1,300
Draftsman and Building Inspector (8th Grade) . . . . . Makes up lists of hardware and materials for building; handles special fund estimates.	1	1,800

# ORGANIZATION AND FUNCTIONS

675

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>DEPARTMENT OF ARCHITECTURE</b>		
<b>7—Records and Accounts</b>		
<b>2—ACCOUNTING—Concluded</b>		
Junior Clerk (4th Grade).....	1	\$720
Office Boy (3d Grade).....	1	600
File letters; keep records; responsible for outgoing mail; checks outgoing office supplies.		
<b>3—CONTRACT PUBLICITY</b>		
Draftsman (8th Grade).....	1	1,800
Gets out proposals and advertisements of contracts; keeps track of plans and specifications; assembles specifications and looks them over; in charge of blue-printing; gives all information requested by contractors and others as to obtaining of plans and specifications.		
Tracer (5th Grade).....	1	900
Assists draftsman in all of his work.		
Draftsman (6th Grade).....	1	1,200
Makes all blueprints; trims and binds same.		
Office Boy (2d Grade).....	1	425
Mimeographs all work necessary; sorts specifications, copies letters; assists office force generally.		
<b>8—Construction, Designing and Testing</b>		
<b>1—EXECUTIVE</b>		
Assistant Deputy State Architect (Exempt).....	1	5,000
In charge of all architectural and structural design and preparation of specifications.		
Stenographer (6th Grade).....	1	1,200
Performs all necessary stenographic work for the designing department under Assistant Deputy State Architect.		
<b>2—DRAFTING</b>		
Chief Draftsman (11th Grade).....	1	3,000
In charge of architectural and structural drafting room.		
Special Architectural Designer (10th Grade).....	1	2,200
Architectural Designers (7th grade) @ \$1,500.....	4	6,000
Architectural Designer (6th Grade).....	1	1,200
Architectural Designers (8th Grade) @ \$1,600.....	3	4,800
Architectural Designer (8th Grade).....	1	1,664
Architectural Designer (8th Grade).....	1	1,800
Architectural Designer (9th Grade).....	1	2,000
Architectural Designer (9th Grade).....	1	2,100
Architectural Designer (9th Grade).....	1	1,920
Architectural Designer (10th Grade).....	1	2,200
Architectural Designer (10th Grade).....	1	2,400

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>DEPARTMENT OF ARCHITECTURE</b>		
<b>8—Construction, Designing and Testing</b>		
2—DRAFTING— <i>Concluded</i>		
Draftsmen (6th Grade @ \$1,000.....	2	\$2,000
Draftsmen (6th Grade) @ \$1,200.....	6	7,200
Draftsmen (8th Grade).....	1	1,600
Draftsmen (8th Grade) @ \$1,700.....	2	3,400
Draftsman (8th Grade).....	1	1,800
Draftsman (11th Grade).....	1	2,800
Junior Draftsman (5th Grade).....	1	800
Expert Specification Writer (11th Grade).....	1	2,800
Junior Clerk (4th Grade).....	1	720
<b>3—STRUCTURAL DESIGNING AND TESTING</b>		
Structural Engineer (11th Grade).....	1	3,000
In charge of structural designing and examination and testing of materials.		
Structural Engineer (8th Grade).....	1	1,800
Assistant to structural engineer in charge.		
<b>9—Engineering</b>		
1—EXECUTIVE		
Chief Engineer (Exempt).....	1	3,500
In charge of all design of heating and sanitary and electrical systems for State buildings, handled through the Department of Architecture; makes field inspections where required.		
Stenographer (5th Grade).....	1	900
Carries on all correspondence of the division; types preliminary specifications and the reports of the department; keeps card index system and time cards, and expense accounts; confidential secretary to the chief engineer.		
<b>2—HEATING DESIGN</b>		
Heating and Ventilating Engineer (11th Grade).....	1	2,500
In charge of all heating design; supervises the heating engineers, makes preliminary studies and inspections where required; writes specifications for heating installations.		
Heating and Ventilating Engineer (11th Grade).....	1	2,500
Heating and Ventilating Engineer (9th Grade).....	1	1,900
Heating and Ventilating Engineers (8th Grade) @ \$1,800.....	2	3,600
Designing and drafting heating plans; sent out on inspection where required.		
Tracer (4th Grade).....	1	720
Tracing work for heating engineers.		

# ORGANIZATION AND FUNCTIONS

677

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>DEPARTMENT OF ARCHITECTURE</b>		
<b>9—Engineering</b>		
<b>3—ELECTRICAL DESIGN</b>		
Electrical Engineer (8th Grade)..... In charge of all electrical design; supervises the electrical engineers; makes preliminary studies and inspections where required; writes specifications for electrical installations.	1	\$1,800
Electrical Engineer (8th Grade)..... Designing and drafting electrical plans; sent out on inspection where necessary.	1	1,800
Draftsman (Electrical) (7th Grade)..... Drafting work for electrical engineers.	1	1,500
<b>4—SANITARY DESIGN</b>		
Sanitary Engineer (10th Grade)..... In charge of all sanitary design; supervises work of the sanitary section; makes preliminary studies and inspections where required; writes specifications for sanitary installations.	1	2,150
Draftsman (Sanitary) (8th Grade)..... Drafting and designing sanitary installations.	1	1,800
Draftsman (7th Grade)..... Drafting and designing sanitary installations.	1	1,400
<b>10—Repairs of Capitol (Temporary Staff)</b>		
Superintendent of Construction (11th Grade)..... In charge of supervision of reconstruction of the State Capitol at Albany.	1	2,700
Assistant Inspectors, @ \$1,878.....	2	3,756
Plan Custodian.....	1	782
Stone Tabulator.....	1	1,565
Assistant Inspector.....	1	2,504
Engineer.....	1	1,252
Rigger Signalman.....	1	1,096
Assistant Rigger..... Assistants in various capacities to the Superintendent of Construction.	1	1,096
<b>11—New York Office</b>		
Confidential Assistant (Exempt).....	1	1,250
Confidential Assistant (Exempt)..... In charge of affairs of the State Architect in New York City.	1	1,500
<b>12—Special Drafting</b>		
Architectural Expert, \$150 per week..... Makes water colored perspective drawings when ordered.	.....	.....

## DEPARTMENT OF PUBLIC WORKS ·

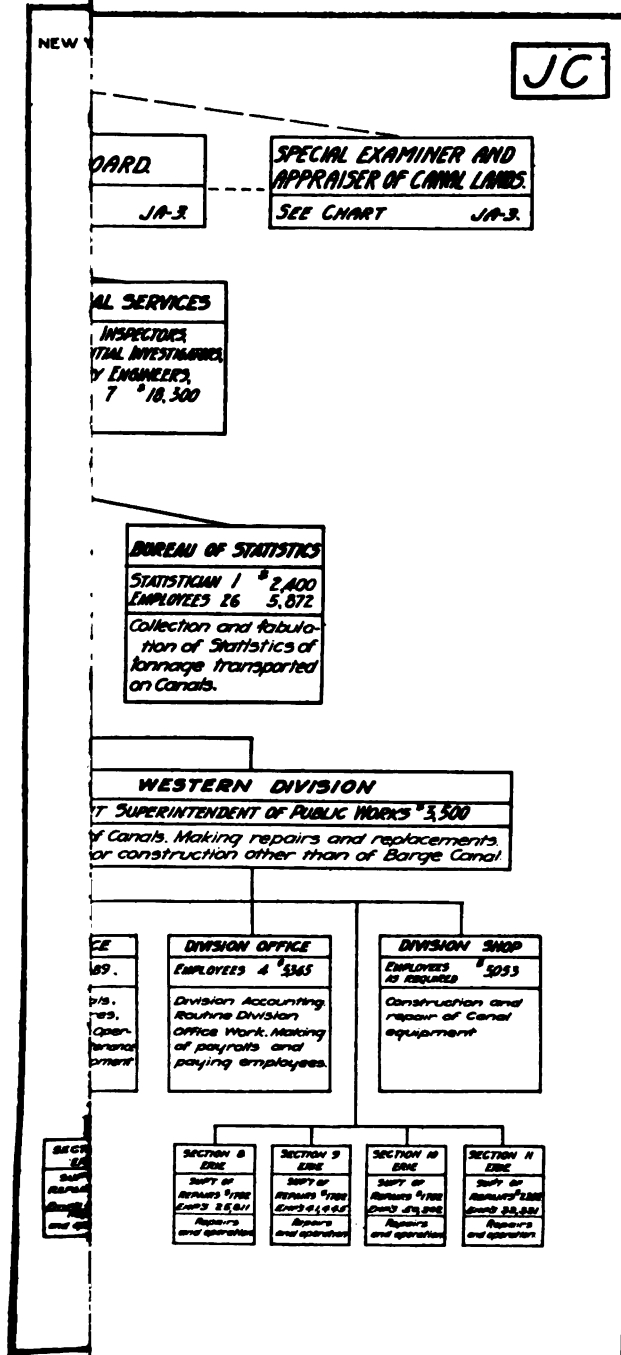
The department is administered by the Superintendent of Public Works, appointed by the Governor, by and with the advice and consent of the Senate; and holds office until the end of the term of the Governor by whom he is appointed. He is charged with the execution of all laws relating to the repair and navigation of the canals, and also those relating to the construction and improvement of the canals, except so far as the execution of the laws relating to such construction or improvement shall be confided to the State Engineer and Surveyor. Subject to the control of the Legislature he makes rules and regulations for the navigation or use of the canals; expends moneys appropriated for public improvement by special acts; has the power of appointment and removal of a deputy and three assistant superintendents. Under the navigation law he appoints two inspectors of steam vessels plying State waters. He is a member of the canal board and of the barge canal operation commission.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—Administration .....	34	\$85,739
2—Eastern Division .....	4	7,900
3—Middle Division .....	5	9,465
4—Western Division .....	5	8,865
* Total on annual pay-roll basis* .....	48	\$111,969

\* In addition to the totals here shown, approximately 1,600 temporary employees, varying in number according to seasons and the amount of repair work to be done, were paid in the fiscal year 1913-14 as follows:

Administration .....	\$5,872
Eastern division .....	316,960
Middle division .....	172,571
Western division .....	240,659
Total .....	\$736,052

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3,500  
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\*61,213  
\*13,388

\*60,407  
\*31,525  
\*26,926  
\*32,920  
\*28,056  
\*36,903  
\*25,603

3,500  
5,965  
\*35,140  
\*5,056

\*22,965  
\*28,480  
\*16,980  
\*13,233  
\*14,743  
\*35,974

3,500  
5,365  
\*77,089  
\*5,053

\*27,593  
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# ORGANIZATION AND FUNCTIONS

679

DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>DEPARTMENT OF PUBLIC WORKS</b>		
<b>1—Administration</b>		
1—EXECUTIVE.....	3	\$16,000
2—ASSISTANT TO THE DEPUTY.....	1	4,000
1—Clerical.....	9	11,320
2—Accounting.....	3	7,900
3—Bureau of Statistics.....	1	2,400
4—Bureau of Navigation.....	2	6,000
3—BUREAU OF CLAIMS.....	8	19,819
4—SPECIAL.....	7	18,300
<b>2—Eastern Division</b>		
1—SUPERVISION.....	1	3,500
2—DIVISION OFFICE.....	3	4,400
3—FIELD FORCE.....		*61,213
4—DIVISION SHOP.....		*13,388
5—SECTIONS		
1—Section 1—Erie Canal.....		*60,407
2—Section 2—Erie Canal.....		*31,525
3—Section 3—Erie Canal.....		*26,926
4—Section 4—Erie Canal.....		*32,920
5—Section 1—Champlain Canal.....		*28,056
6—Section 2—Champlain Canal.....		*36,903
7—Section 3—Champlain Canal.....		*25,603
<b>3—Middle Division</b>		
1—SUPERVISION.....	1	3,500
2—DIVISION OFFICE.....	4	5,965
3—FIELD FORCE.....		*35,140
4—DIVISION SHOP.....		*5,056
5—SECTIONS		
1—Section 5—Erie Canal.....		*22,965
2—Section 6—Erie Canal.....		*28,480
3—Section 7—Erie Canal.....		*16,980
4—Oswego Canal.....		*13,233
5—Cayuga and Seneca Canal.....		*14,743
6—Black River Canal.....		*35,974
<b>4—Western Division</b>		
1—SUPERVISION.....	1	3,500
2—DIVISION OFFICE.....	4	5,365
3—FIELD FORCE.....		*77,089
4—DIVISION SHOP.....		*5,053
5—SECTIONS		
1—Section 8—Erie Canal.....		*27,593
2—Section 9—Erie Canal.....		*43,227
3—Section 10—Erie Canal.....		*52,094
4—Section 11—Erie Canal.....		*35,613

\* Amounts compiled from statistical records, and division and section pay-roll abstracts for year 1913-14. The number of employees varies according to the season and the amount of repair work to be done.



TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>DEPARTMENT OF PUBLIC WORKS</b>		
<b>1—Administration</b>		
Approval of contracts for the construction and repair of canals; prescribing and enforcing rules and regulations for the conduct of canal affairs; supervision of canal operation and maintenance; supervision and direction of the financial and accounting functions of the department; conducting special inspections and investigations.		
<b>1—EXECUTIVE</b>		
Superintendent of Public Works . . . . .	1	\$8,000
Has charge of the operation and maintenance of canals and joint jurisdiction over the construction of the barge canal; has charge of the construction of special public works authorized by the legislature. Approves construction and maintenance contracts upon certified estimates of State Engineer and Surveyor. Obtains evidence for the settlement of claims for lands entered upon. He appoints a deputy and three assistant superintendents; is a member of the canal board and of the Barge Canal Operation Commission.		
Deputy Superintendent of Public Works (Exempt) . . . . .	1	5,500
Has general supervision of department operation under the direction of the superintendent and exercises in general the duties and powers of superintendent excepting those of a member of canal board.		
Private Secretary to Superintendent (Exempt) . . . . .	1	2,500
Confidential private secretary; makes special investigations for the superintendent.		
<b>2—ASSISTANT TO THE DEPUTY</b>		
Assistant to the Deputy (12th Grade) . . . . .	1	4,000
Executive clerk and general office manager. Prepares all formal documents to be signed by the the Superintendent of Public Works; advises as to statutes affecting departmental action; receives and distributes mail; has general supervision of department's correspondence; directs work of clerks and stenographers; purchases office supplies.		
<b>1—Clerical</b>		
Stenographer-Clerk (8th Grade) . . . . .	1	1,600
Dictation for superintendent; keeps records of contracts and official acts of superintendent.		
Filing Clerk (7th Grade) . . . . .	1	1,500
Indexes and files correspondence.		
Messenger (8th Grade) . . . . .	1	1,600
Shipping and mailing clerk; has charge of office supplies; general messenger.		
Stenographer (7th Grade) . . . . .	1	1,300
Typewriting; copying records and documents.		

# ORGANIZATION AND FUNCTIONS

681

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>DEPARTMENT OF PUBLIC WORKS</b>		
<b>1—Administration</b>		
<b>2—ASSISTANT TO THE DEPUTY</b>		
<b>1—Clerical—Continued</b>		
Stenographer (6th Grade) @ \$1,100.....	2	\$2,200
Stenographer (5th Grade).....	1	720
Dictation and correspondence; assist in filing maps and general office work.		
Messenger (4th Grade).....	1	600
Assists mailing and shipping clerk; general messenger service.		
Special Agent (8th Grade).....	1	1,800
Prepares and serves notices of appropriation of land; acts in special and confidential capacity as assigned.		
<b>2—Accounting</b>		
Financial Clerk (Exempt).....	1	3,600
Auditing vouchers of allowed claims, barge canal estimates and requisitions and abstracts of repair and maintenance disbursements; comparing estimates and contracts; supervision of financial records and office detail; preparation of financial reports; custodian of office cash.		
Clerk to Superintendent (12th Grade).....	1	3,200
Clerical and accounting work in connection with financial ledgers and records of appropriations and expenditures; assisting financial clerk. Is paid from barge canal fund.		
Stenographer-Clerk (6th Grade).....	1	1,100
Dictation and correspondence; typewriting financial reports and records.		
<b>3—Bureau of Statistics</b>		
The collection and tabulation of data relating to the tonnage carried on the canals, the kind and quantity of products and materials, and other information of interest and value in relation to the canals.		
Statistician (10th Grade).....	1	2,400
Compiles statistics of tonnage, etc., gathered by collectors; serves notices of appropriation of lands and structures; makes appraisals.		
<b>Collectors and Clerks*</b> .....		
Measure boats as to draft; examine and register cargoes; issue clearances; prepare monthly report to statistician of data collected.		

\* Collectors and clerks employed during navigation season only. In 1914 amounted to \$5,872.

TITLES, FUNCTIONS AND ACTIVITIES			No. em- ployees	Amount per year
<b>DEPARTMENT OF PUBLIC WORKS</b>				
<b>1—Administration</b>				
<b>2—ASSISTANT TO THE DEPUTY</b>				
<b>3—Bureau of Statistics—Continued</b>				
<i>Collectors</i>				
Station	Number	Salary per month		
Albany.....	1.....	*\$70		
Watervliet.....	1.....	125		
Rome.....	1.....	80		
Syracuse.....	1.....	100		
Rochester.....	1.....	100		
Tonawanda.....	1.....	100		
Buffalo.....	1.....	125		
Waterford.....	1.....	80		
Whitehall.....	1.....	*80		
Oswego.....	1.....	100		
Waterloo.....	1.....	*75		
Boonville.....	1.....	80		
<i>Clerks</i>				
Watervliet.....	2 @.....	*70		
Rome.....	1.....	*80		
Syracuse.....	2 @.....	75		
Rochester.....	2 @.....	75		
Tonawanda.....	1.....	70		
Buffalo.....	2 @.....	80		
Waterford.....	2 @.....	*70		
Whitehall.....	2 @.....	75		
<b>4—Bureau of Navigation</b>				
The inspection of the hulls, machinery and equipment of steam vessels plying State waters for the purposes of carrying passengers or freight for hire and towing for hire. Conducts examinations and issues licenses to the pilots, captains, masters and engineers operating such vessels; inspection of motor boats. Collects license fees and accounts for same to Comptroller.				
Inspector of Hulls (11th Grade).....			1	\$3,000
Examines hulls and equipment; examines pilots, masters and engineers; issues licenses and certificates and collects fees for same.				
Inspector of Boilers and Engines (11th Grade).....			1	3,000
Examines operating machinery; issues licenses and collects fees; investigates and fixes responsibility for accidents.				
<b>3—BUREAU OF CLAIMS</b>				
The collection of evidence for the defense of claims against the State for land or structures entered upon or appropriated for canals, or claims for damages caused by canal construction operation or maintenance. The salaries and expenses of the Bureau are paid from both special appropriations and the Canal Fund.				

\* Paid from operation and maintenance appropriation.

# ORGANIZATION AND FUNCTIONS

683

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>DEPARTMENT OF PUBLIC WORKS</b>		
<b>1—Administration</b>		
<b>3—BUREAU OF CLAIMS—Continued</b>		
Claim Agent (Exempt)..... Collects State's evidence for defense of claims against the State on account of canals; secures witnesses; attends trial.	1	\$4,500
Investigator @ \$10 per diem.....	2	5,580
Investigator @ \$7 per diem.....	1	2,135
Investigator @ \$6 per diem..... Assists in collection of evidence.	1	1,854
Expert Builder @ \$10 per diem..... Examines buildings taken by State for canals; collection of State's evidence relating thereto.	1	3,050
Photographer (Exempt)..... Photographs all property and buildings taken or damaged.	1	1,200
Stenographer-Clerk (7th Grade)..... Dictation, correspondence and charge of accounts and records; posting expense accounts.	1	1,500
<b>4—SPECIAL*</b>		
Advisory Engineer (Exempt)..... Examines plans, specifications and estimates of barge canals; has general advisory duties on all engineering work.	1	3,000
General Inspector (11th Grade)..... General supervision of repair and construction work. Takes charge of unusual repair work. Inspects and reports on the condition of canals and the progress of contract work.	1	2,700
Electrical Inspector (11th Grade).....	1	2,700
Electrical Inspector (9th Grade)..... Supervises maintenance and operation of locks and bridges on barge canal; also the construction and maintenance of lighting of canal right of way and buildings.	1	2,100
Confidential Investigator.....	1	3,000
Confidential Investigator..... Conducts independent appraisals of lands appropriated for terminal purposes for use of superintendent in reviewing the agreements with prop- erty owners, arranged by special examiners and appraisers.	1	1,800
Terminal Agent..... Investigates matters relating to the establishing of terminals and to petitions therefor presented by cities under section 5 of terminal act.	1	3,000

\* Paid from several annual appropriations.

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>DEPARTMENT OF PUBLIC WORKS</b>		
<b>2—Eastern Division*</b>		
In charge of the operation of canals and the maintenance of canal structures, and general equipment belonging to the division, including repairs to banks, bridges, locks and equipment where such work cannot be done by the regular repair gangs of the sections. Construction of scows, locks, gates, etc.; operation of electric equipment under the supervision of the electrical inspector of the department; dredging necessary for canal operations; raising sunken boats; removing boats damaged in transit.		
<b>1—SUPERVISION</b>		
Assistant Superintendent Public Works (Exempt).....	1	\$3,500
Has general supervision of the operation of the eastern division; directs the work of the division shops, and of the section superintendents; examines and approves pay-rolls of the section superintendents; directs the preparation of and approves requisitions for stores and supplies; prepares estimates of expenditures and of summer and winter schedules of repair work to be done.		
<b>2—DIVISION OFFICE</b>		
Clerk (8th Grade).....	1	1,600
Keeps division accounts; prepares payrolls of field and shop forces; audits payrolls of the division sections; makes abstracts of semi-monthly expenditures.		
Special Agent (8th Grade).....	1	1,600
Acts as paymaster and assists in general office work.		
Stenographer (6th Grade).....	1	1,200
Dictation, correspondence, typewriting, filing, etc.		
<b>3—FIELD FORCE</b> .....		†61,213
The duties of the field force include: repairing bridges, locks, and lock gates; painting dredges and structures; operation of locks and feeders; operation and repair of scows; watching and operation of bridges; patrol and inspection work; and miscellaneous repairs not done by section forces.		
Positions and rates paid the field force include the following:		
Captains, \$100 per month (maximum)		
Foremen, \$125 per month (maximum)		
Pilots, \$75 per month		
Feeder Tenders, \$75 per month (maximum)		

\*The functions of the three divisions are similar; the Middle Division, however, in addition to the above is charged with the maintenance of reservoirs, tending reservoir gates, etc.

†Amount compiled from statistical records and division and section pay-roll abstracts for the year 1913-14. The number of employees varies according to seasons and the amount of repair work to be done.

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>DEPARTMENT OF PUBLIC WORKS</b>		
<b>2—Eastern Division</b>		
<b>3—FIELD FORCE—Continued</b>		
<p>Divers, \$97.50 per month  Assistant Divers, \$60 per month  Firemen, \$85 per month (maximum)  Bridge Tenders, \$60 per month (maximum)  Deck Hands, \$65 per month (maximum)  Cooks, \$50 per month (maximum)  Teams, \$90 per month  Bank Watch and Horse, \$75 per month  Watchman, \$50 per month (maximum)  Weighlock Tenders, \$75 per month (maximum)  Drivers, \$100 per month (maximum)  Skilled Laborers, \$90 per month  Scowman, \$50 per month  Lock Tenders, \$52.50 per month (maximum)  Patrolmen, \$97.50 per month (maximum)  Carpenters, \$3 to \$5 per diem  Blacksmiths, \$3 per diem  Laborers, \$2 per diem  Boat Commanders, \$5 per diem  Painters, \$4 per diem</p>		
<b>4—DIVISION SHOP</b> .....		<b>*\$13,388</b>
<p>General blacksmithing and carpentry work incidental to repairs to structures and machinery; and the construction, repair and painting of scows. Positions and rates of compensation include the following:</p>		
<p>Foreman, \$125 per month  Watchmen, \$40 to \$45 per month  Carpenters, \$3 to \$3.50 per diem  Carpenters Helpers, \$2.50 to \$3 per diem  Blacksmiths, \$3 to \$3.50 per diem  Blacksmith's Helpers, \$2.50 to \$3 per day.  Laborers, \$2 per diem</p>		
<b>5—SECTIONS</b>		
<p>The operation of locks, bridges and feeders in the different sections; watching the canal and canal property; repairing canal banks, towpaths and bridges in the sections, whenever such repairs can be made by the available force.†</p>		

\* The "amount per year" is the total expenditure obtained from abstracts of division shop payrolls and is approximately accurate, but probably includes occasional items other than wages.

† The total amount of expenditures given in each instance represents the expenditure for the fiscal year 1913-14, as shown by the section abstracts. Positions as shown apply to the operation and maintenance of the entire canal, and not specifically to any one section. The greater portion of the employees, however, work only during the navigation season.

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>DEPARTMENT OF PUBLIC WORKS</b>		
<b>2—Eastern Division</b>		
<b>5—SECTIONS—Continued</b>		
<b>1—Section 1 — Erie Canal</b>		
Superintendent of Repairs (Exempt)..... General supervision of operation and repair of the section; makes monthly estimates of proposed expenditures; handles the funds expended for payrolls; makes monthly inventory of supplies on hand; engages and fixes salaries of employees, subject to ratification of superintendent of public works.	.....	\$1,782
Watching service, etc..... Watch canal property, including structures and bridges; patrol banks, etc.; disbursing clerk prepares payrolls; distributes supplies; does general clerical work and acts as paymaster.	.....	5,578
Disbursing Clerk (Exempt), \$37.50 to \$47.50 per month		
Watchmen, \$40 to \$50 per month		
Bank Watchmen, \$40 to \$50 per month		
Water Watchmen, \$40 to \$50 per month		
Harbor Masters, \$80 per month		
Patrolmen, \$75 per month		
Feeder Tenders, \$60 to \$70 per month		
Tending Locks, etc.....	.....	43,558
Tend and operate locks, bridges and feeders within the section.		
Lock Tenders, \$40 to \$52.50 per month		
Bridge Tenders, \$40 to \$60 per month		
Feeder Tenders, \$60 to \$75 per month		
Skilled Laborers, \$75 to \$125 per month		
Repairs.....	.....	9,489
General repair work to canal banks, bridges, towpaths, structures, etc.		
Carpenters, \$3 to \$4 per diem		
Blacksmiths, \$3 to \$4 per diem		
Laborers, \$2 per diem		
Scowmen, \$40 per month		
Captains, \$75 to \$100 per month		
Cooks, \$20 to \$50 per month		
Firemen, \$60 to \$80 per month		
Teams, \$5 per diem		

NOTE.—The organization, functions, duties, titles of positions, wages paid, etc., etc., as hereinbefore described in connection with section 1 of the eastern division, apply to the remaining sections of the eastern division and to the middle and western divisions and their subdivisions, with the exception of the additional duty of the care of reservoir assigned to the middle division.

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>DEPARTMENT OF PUBLIC WORKS</b>		
<b>2—Eastern Division</b>		
<b>5—SECTIONS—Continued</b>		
<b>2—Section 2—Erie Canal</b>		
Superintendent of Repairs (Exempt).....	.....	\$1,782
Watching Service, etc.....	.....	4,476
Tending Locks, etc.....	.....	15,160
Repairs.....	.....	10,107
<b>3—Section 3—Erie Canal</b>		
Superintendent of Repairs (Exempt).....	.....	1,782
Watching Service, etc.....	.....	3,374
Tending Locks, etc.....	.....	14,161
Repairs.....	.....	7,609
<b>4—Section 4—Erie Canal</b>		
Superintendent of Repairs (Exempt).....	.....	1,782
Watching Services, etc.....	.....	2,849
Tending Locks, etc.....	.....	20,943
Repairs.....	.....	7,355
<b>5—Section 1—Champlain Canal</b>		
Superintendent of Repairs (Exempt).....	.....	1,782
Watching Service, etc.....	.....	4,597
Tending Locks, etc.....	.....	12,841
Repairs.....	.....	8,836
<b>6—Section 2—Champlain Canal</b>		
Superintendent of Repairs (Exempt).....	.....	1,782
Watching Service, etc.....	.....	4,444
Tending Locks, etc.....	.....	21,086
Repairs.....	.....	9,591
<b>7—Section 3—Champlain Canal</b>		
Superintendent of Repairs (Exempt).....	.....	1,782
Watching Service, etc.....	.....	4,408
Tending Locks, etc.....	.....	12,827
Repairs.....	.....	6,586
<b>3—Middle Division</b>		
<b>1—SUPERVISION</b>		
Assistant Superintendent of Public Works (Exempt).....	.....	3,500



TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>DEPARTMENT OF PUBLIC WORKS</b>		
<b>3—Middle Division — Continued</b>		
<b>2—DIVISION OFFICE</b>		
Clerk (10th Grade).....	1	\$2,100
Secretary.....	1	1,100
Special Agent (8th Grade) @ \$5.....	1	1,565
Stenographer (6th Grade).....	1	1,200
<b>3—FIELD FORCE.....</b>		<b>85,140</b>
<b>4—DIVISION SHOP.....</b>		<b>5,056</b>
<b>5—SECTIONS</b>		
<b>1—Section 5 — Erie Canal</b>		
Superintendent of Repairs (Exempt).....		1,782
Watching Service, etc.....		4,357
Tending Locks, etc.....		4,299
Repairs.....		12,527
<b>2—Section 6 — Erie Canal</b>		
Superintendent of Repairs (Exempt).....		1,782
Watching Service, etc.....		4,334
Tending Locks, etc.....		10,677
Repairs.....		11,687
<b>3—Section 7 — Erie Canal</b>		
Superintendent of Repairs (Exempt).....		1,782
Watching Service, etc.....		2,259
Tending Locks, etc.....		4,710
Repairs, etc.....		8,229
<b>4—Oswego Canal</b>		
Superintendent of Repairs (Exempt).....		1,782
Watching Service, etc.....		1,964
Tending Locks, etc.....		4,969
Repairs, etc.....		4,518
<b>5—Cayuga and Seneca Canal</b>		
Superintendent of Repairs (Exempt).....		1,782
Watching Service, etc.....		1,565
Tending Locks, etc.....		5,980
Repairs.....		5,416
<b>6—Black River Canal</b>		
Superintendent of Repairs (Exempt).....		1,782
Watching Service, etc.....		2,672

# ORGANIZATION AND FUNCTIONS

689

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>DEPARTMENT OF PUBLIC WORKS</b>		
<b>3—Middle Division</b>		
<b>5—SECTIONS</b>		
<b>6—Black River Canal — Continued</b>		
Tending Locks, etc.....	.....	\$17,731
Repairs.....	.....	13,789
<b>4—Western Division</b>		
<b>1—SUPERVISION</b>		
Assistant Superintendent of Public Works (Exempt).....	1	3,500
<b>2—DIVISION OFFICE</b>		
Clerk (8th Grade).....	1	1,600
Assistant Clerk (7th Grade).....	1	1,300
Stenographer (5th Grade).....	1	900
Paymaster (Exempt) @ \$5.....	1	1,565
<b>3—FIELD FORCE</b> .....	.....	77,089
<b>4—DIVISION SHOP</b> .....	.....	5,053
<b>5—SECTIONS</b>		
<b>1—Section 8 — Erie Canal</b>		
Superintendent of Repairs (Exempt).....	.....	1,782
Watching Service, etc.....	.....	4,820
Tending Locks, etc.....	.....	9,909
Repairs.....	.....	11,082
<b>2—Section 9 — Erie Canal</b>		
Superintendent of Repairs (Exempt).....	.....	1,782
Watching Service, etc.....	.....	6,264
Tending Locks, etc.....	.....	19,369
Repairs.....	.....	15,812
<b>3—Section 10 — Erie Canal</b>		
Superintendent of Repairs (Exempt).....	.....	1,782
Watching Service, etc.....	.....	11,146
Tending Locks, etc.....	.....	20,469
Repairs.....	.....	18,687
<b>4—Section 11 — Erie Canal</b>		
Superintendent of Repairs (Exempt).....	.....	2,282
Watching Service, etc.....	.....	6,346
Tending Locks, etc.....	.....	5,333
Repairs.....	.....	21,652

## DEPARTMENT OF HIGHWAYS

The department of highways has charge of all State road construction and the maintenance thereof, including the expenditure of all moneys appropriated by the State for such purposes and also supervises, in an advisory capacity, the expenditure of moneys raised by local taxation for road and bridge construction and repairs throughout the State. Appropriations by the State are expended upon the construction, maintenance and repair of the highways (State and county) of the State which, when completed, will comprise a system of roads totaling about 12,000 miles, all directly under the charge of the commissioner of highways.

The department prescribes traffic rules and regulations applying to the State and county roads and is also charged with the upkeep of the county roads within the Indian reservations.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—General Administration .....	16	\$40,870
2—Office of Secretary .....	28	35,895
3—Office of First Deputy .....	85	121,301
4—Office of Second Deputy .....	21	30,095
5—Office of Third Deputy .....	19	37,802
6—Office of Auditor .....	23	29,523
7—Construction and Maintenance Division .....	181	276,488
Total on annual pay-roll basis* .....	373	\$571,974

\* These totals include the salaries of 112 employees, amounting to \$141,045 on a 303 day basis and also employees paid \$1,436,789 at varying rates and for periods varying according to seasons and the amount of work to be done. These figures are compiled from the payrolls of the fiscal year 1913-14.

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# ORGANIZATION AND FUNCTIONS

691

DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>DEPARTMENT OF HIGHWAYS</b>		
<b>1—General Administration</b>		
1—SUPERVISION.....	9	\$22,113
2—ADVISORY AND CONSULTING.....	7	18,757
<b>2—Office of Secretary</b>		
1—GENERAL SUPERVISION.....	6	10,109
2—CORRESPONDENCE SUPERVISION.....	1	2,500
3—SUPERVISION OF CIVIL SERVICE LISTS.....	2	2,895
4—SUPERVISION OF ESTIMATES, PERMITS AND CONTRACTS.....	15	16,024
5—FILING.....	4	4,367
<b>3—Office of First Deputy</b>		
1—GENERAL SUPERVISION.....	8	16,427
2—CLAIMS.....	1	1,818
3—CHEMICAL TESTS.....	5	7,835
4—PHYSICAL TESTS.....	8	9,696
5—RECORDS OF TESTS AND INSPECTIONS.....	19	18,168
6—BRIDGE DESIGN.....	7	12,118
7—DRAFTING AND MAPPING.....	9	14,011
8—INSPECTION OF CONSTRUCTION.....	17	28,853
9—CARE OF PLANS AND ESTIMATE FILES AND BLUE PRINTING.....	11	12,375
<b>4—Office of Second Deputy</b>		
1—GENERAL SUPERVISION.....	1	5,000
2—FIELD SUPERVISION.....	2	4,750
3—CLERICAL FORCE.....	18	20,345
<b>5—Office of Third Deputy</b>		
1—GENERAL SUPERVISION.....	9	17,802
2—FIELD AND RESERVATION SUPERVISION.....	10	*20,000
<b>6—Office of Auditor</b>		
1—AUDITING ACCOUNTS.....	13	21,871
2—PURCHASING SUPPLIES.....	4	4,640
3—CARE OF BUILDING.....	6	3,012
<b>7—Construction and Maintenance†</b>		
1—FIRST DIVISION.....	24	45,753
2—SECOND DIVISION.....	16	31,600
3—THIRD DIVISION.....	11	21,361
4—FOURTH DIVISION.....	13	24,141
5—FIFTH DIVISION.....	20	35,753
6—SIXTH DIVISION.....	13	26,121
7—SEVENTH DIVISION.....	20	35,443
8—EIGHTH DIVISION.....	16	27,193
9—NINTH DIVISION.....	48	29,123

Note.—The above includes 112 per diem employees computed on 303 day basis at \$141,045.

\*In addition to this amount \$5,895 was paid per diem employees during 1914.

†In addition to the amounts shown for these 9 divisions \$1,431,094 was paid per diem employees during 1914.

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>DEPARTMENT OF HIGHWAYS</b>		
<b>1—General Administration</b>		
<p>The general administration of the department of highways is under the jurisdiction of the Commissioner of Highways who is appointed by the Governor by and with the advice of the Senate for a term of five years. He is charged with the general supervision of all highways and bridges built in whole or in part with state moneys, gives advice with regard to the construction and maintenance of other highways and bridges within the state, reports to the legislature on work done with recommendations with regard to highways and gives general information in connection therewith through public meetings, reports and other means as will arouse the interest of the people of the State in improved roads. The Commissioner is not a member of any other State board or commission.</p>		
<b>1—SUPERVISION</b>		
Commissioner . . . . .	1	\$12,000 <sup>1</sup>
Charge of general administration.		
Private Secretary (Exempt) . . . . .	1	2,500 <sup>1</sup>
Handles commissioner's mail; prepares legal notices; compiles special information; editor of department paper, "New York Highway News."		
Confidential Secretary (Exempt) . . . . .	1	1,500 <sup>1</sup>
Dictation of the Commissioner.		
Office Assistant (6th Grade) . . . . .	1	1,095 <sup>1</sup>
Confidential messenger for commissioner; tabulates information for commissioner; files appointment correspondence.		
Office Assistant (Provisional) @ \$3 per diem . . . . .	2	1,818
Compiles records; maintains lists of mileage, comparative costs, etc.		
Stenographer (5th Grade) . . . . .	1	900
Dictation and correspondence of the private secretary.		
Chauffeur . . . . .	1	1,500
Chauffeur to the commissioner; operation and care of automobile.		
Chauffeur . . . . .	1	800
Inspector of automobiles.		
<b>2—ADVISORY AND CONSULTING</b>		
Efficiency and Consulting Engineer . . . . .	1	5,000
Compiling data of all roads, completed or under construction; for study of maintenance, cost of types of roads, etc.		
Advisory Engineer . . . . .	1	*4,000
Consultant and advisor on special highway conditions.		

\* Employed six months — maximum salary \$4,000.

# ORGANIZATION AND FUNCTIONS

693

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>DEPARTMENT OF HIGHWAYS</b>		
<b>1—General Administration</b>		
<b>2—ADVISORY AND CONSULTING—Continued</b>		
Chief of Maintenance..... Directs special investigations into alleged irregularities; temporary appointment on monthly basis.	1	\$4,000
Assistant Engineer (8th Grade) @ \$5 per diem.....	2	3,030
Highway Inspector (7th Grade) @ \$4.50 per diem.....	1	1,363
Leveler (7th Grade) at \$4.50 per diem..... Tabulating detailed data from original records.	1	1,364
<b>2—Office of the Secretary</b>		
Under the supervision of the secretary of the department (appointed by the Commissioner of Highways). This office is charged with all correspondence, awarding of contracts and issuance of permits.		
<b>1—GENERAL SUPERVISION</b>		
Secretary (Exempt)..... General executive officer in charge of all correspondence and details of awards of bids for constructing and repairs.	1	5,000
Stenographer (6th Grade) @ \$100 per month..... Stenographic work — official orders of the commissioner and correspond- ence of secretary.	2	2,400
Complaint Clerk and Stenographer (5th grade)..... Charge of complaint correspondence; maintains files and records of adjustments.	1	900
Office Assistant (5th Grade)..... Charge of mailing lists for publications, etc.; acts as reception clerk.	1	900
Office Assistant (Provisional) @ \$3 per diem..... Charge of incoming and outgoing mail; opens mail and distributes under direction of secretary.	1	909
<b>2—CORRESPONDENCE SUPERVISION</b>		
Assistant Secretary (Exempt)..... Handles correspondence and distributes and indexes executive letters; signs mail per secretary; supervises compilation of (annual) reports.	1	2,500
<b>3—SUPERVISION OF CIVIL SERVICE LISTS</b>		
Civil Service Clerk and Stenographer (8th Grade)..... Charge of the civil service lists of all employees in the department.	1	1,800
Office Assistant (6th Grade)..... Operates neostyle, files and indexes civil service correspondence and papers.	1	1,095



TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>DEPARTMENT OF HIGHWAYS</b>		
<b>2—Office of the Secretary</b>		
<b>4—SUPERVISION OF ESTIMATES, PERMITS AND CONTRACTS</b>		
Chief Clerk (8th Grade) . . . . .	1	\$1,600
Checks monthly estimates of Division Engineers; conducts routine correspondence; charge of permits and estimate files.		
Messenger . . . . .	1	1,500
Charge of contract files; records of monthly estimates; records of liens on all road contracts; mailing checks for approved monthly estimates.		
Stenographer (6th Grade) @ \$1,200 . . . . .	2	2,400
Stenographer (5th Grade) . . . . .	1	900
Dictation and general correspondence.		
Office Assistant (7th Grade) . . . . .	1	1,408
Office Assistant (6th Grade) . . . . .	1	1,095
Office Assistant (6th Grade) @ \$3.50 per diem . . . . .	1	1,060
Office Assistant (Provisional) @ \$3 per diem . . . . .	6	5,454
Laborer @ \$2 per diem . . . . .	1	606
Indexing and filing records and contracts, and correspondence relating thereto; checking estimates; copying contracts; checking and filing newspaper advertising and permit papers.		
<b>5—FILING</b>		
Correspondence Clerk (7th Grade) . . . . .	1	1,500
Charge of the files, especially of maintenance department.		
Office Assistant (6th Grade) @ \$3.50 per diem . . . . .	1	1,061
Clerk (6th Grade) . . . . .	1	1,200
Laborer @ \$2 per diem . . . . .	1	606
Maintaining files, records of correspondence distributed to various bureaus; general routine of filing room.		
<b>3—Office of the First Deputy</b>		
The First Deputy Commissioner is appointed by the Highway Commissioner and supervises the construction of State and county highways, the plans for which originate with the division engineers. This office checks estimates; prepares specifications; tests materials; prepares bridge plans of the department.		
<b>1—GENERAL SUPERVISION</b>		
First Deputy Commissioner (Exempt) . . . . .	1	6,000
Directs supervision of all construction work; acts as chief engineer of the department; approves all construction plans.		
First Assistant Engineer (10th Grade) @ \$7 per diem . . . . .	1	2,121
Acts as chief inspector, and as assigned, is confidential inspector of construction work.		

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# ORGANIZATION AND FUNCTIONS

695

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>DEPARTMENT OF HIGHWAYS</b>		
<b>3—Office of First Deputy</b>		
<b>1—GENERAL SUPERVISION — <i>Continued</i></b>		
Confidential Inspector (Exempt) . . . . . Investigates special or unusual conditions as assigned.	1	\$2,500
Confidential Clerk (Exempt) . . . . . Attends to personal correspondence of the bureau; receives from the auditor and handles checks and pay-rolls which are signed by first deputy; maintains records relating thereto; examines and checks expense vouchers of the department.	1	1,800
Stenographer (6th Grade) . . . . .	1	1,200
Typewriter Copyist (6th Grade) . . . . . Stenographic work — correspondence and tabulation.	1	1,200
Laborer @ \$2 per diem . . . . . Doorman.	1	606
Chauffeur @ \$125 per month* . . . . . Operation and care of automobile for first deputy commissioner.	1	1,000
<b>2—CLAIMS</b>		
Claim Agent (9th Grade) @ \$6 per diem . . . . . Adjusts for the State, claims for damages relating to highways; taking such claims to court when necessary; gives principal attention to drainage privileges, grade crossings, etc.	1	1,818
<b>3—CHEMICAL TESTS</b>		
Chief Chemist (10th Grade) . . . . . Charge of chemical tests of brick, asphalt, oils, tars, paints, cement and rock.	1	2,400
Assistant Engineer (8th Grade) . . . . . Chemical tests of asphalt, oils and tars.	1	1,800
Chemist (9th Grade) @ \$6 per diem . . . . . Chemical tests; general laboratory work.	1	1,818
Rodman (6th Grade) @ \$3.50 per diem . . . . . Physical tests of asphaltic materials.	1	1,060
Axeman (5th Grade) @ \$2.50 per diem . . . . . Charge of brick tests.	1	757
<b>4—PHYSICAL TESTS</b>		
First Assistant Engineer (10th Grade) @ \$7 per diem . . . . . Charge of physical tests (excepting of brick) in the laboratory; sampling of materials, etc., in the field; making survey of road materials of the State; prepares original reports and recommendations.	1	2,121

\* Maximum employment eight months only.

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>DEPARTMENT OF HIGHWAYS</b>		
<b>3—Office of First Deputy</b>		
<b>4—PHYSICAL TESTS—Continued</b>		
Assistant Engineer (8th Grade) @ \$5 per diem..... Conducts field work on materials surveys.	1	\$1,515
Leveler (7th Grade) @ \$4.50 per diem..... Supervision of sand and gravel tests; assist in supervision of physical tests.	2	2,727
Axeman (5th Grade) @ \$2.50 per diem.....	1	757
Rodman (6th Grade) @ \$3.50 per diem.....	1	1,061
Laborer @ \$2 per diem.....	1	606
Office Assistant (Provisional) @ \$3 per diem..... Making physical tests of stone and cement; laboratory and field work.	1	909
<b>5—RECORDS OF TESTS AND INSPECTIONS</b>		
Assistant Engineer (9th Grade) @ \$6 per diem..... Has charge of records of laboratory tests; prepares copies of reports on tests (all reports subject to review and approval of first deputy commissioner).	1	1,818
Assistant Engineer (8th Grade) @ \$5 per diem..... Assistant to chief of records; in charge during his absence.	1	1,515
Office Assistant (6th Grade) @ \$3.50 per diem..... Checking cement shipments; tabulating tests; filing records and reports; making inspections of cement at mills.	2	2,121
Stenographer (6th Grade)..... Dictation and correspondence; tabulating and typing reports.	1	1,200
Leveler (Temporary) @ \$4.50 per diem.....	1	1,363
Rodman (Temporary) @ \$3.50 per diem.....	2	2,121
Axeman (5th Grade) @ \$2.50 per diem.....	2	1,515
Axeman (Temporary) @ \$2.50 per diem.....	1	758
Chainman (Temporary) @ \$2.50 per diem.....	5	3,787
Chainman (5th Grade) @ \$2.50 per diem.....	1	758
Laborer (Exempt) @ \$2 per diem.....	1	606
Laborer (Exempt) @ \$2 per diem..... Inspecting and sampling asphalt, oil and cement at refineries and mills; tabulating stone and gravel tests; checking distribution of quantities and kinds of road materials.	1	606
<b>6—BRIDGE DESIGN</b>		
Bridge Designer (9th Grade)..... In charge of bureau of bridges and crossings; handling grade crossing eliminations; bridge designing; examining bridges as required by town or county superintendents.	1	2,100

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>DEPARTMENT OF HIGHWAYS</b>		
<b>3—Office of First Deputy</b>		
<b>6—BRIDGE DESIGN—Continued</b>		
First Assistant Engineer (10th Grade) @ \$7 per diem.....	1	\$2,121
Assistant Engineer (9th Grade).....	1	2,000
Assistant Engineer (9th Grade) @ \$6 per diem.....	1	1,818
Designing bridges; making field inspections of bridges; estimating proposed grade eliminations; tabulating bus line route.		
Engineer Draftsman (8th Grade) @ \$5 per diem.....	1	1,515
Leveler (7th Grade) @ \$4.50 per diem.....	1	1,364
Drafting and blue printing for bridge construction.		
Stenographer (6th Grade).....	1	1,200
Stenographic work of the bureau; tabulation and correspondence.		
<b>7—DRAFTING AND MAPPING</b>		
First Assistant Engineer (10th Grade) @ \$7 per diem.....	1	2,121
In charge of drafting room; acts as chief draftsman in connection with county roads and State route maps, topography and other maps; checks plans and estimates; furnishes division engineer reports on stone tests; reports direct to first deputy on all plans; prepares proposals.		
First Assistant Engineer (10th Grade) @ \$7 per diem.....	1	2,121
Prepares plans for roads of special character, such as are not prepared by division engineers.		
Assistant Engineer (8th Grade).....	1	1,800
Assistant Engineer (9th Grade) @ \$6 per diem.....	1	1,818
Assistant Engineer (8th Grade) @ \$5 per diem.....	1	1,515
Special drafting work; designing standard details; checking tracings; compiling and checking original proposals; tabulating mileage statistics of roads.		
Engineer Draftsman (7th Grade) @ \$4 per diem.....	1	1,212
Preparing bidding and duplicate estimate sheets; general map work.		
Rodman (7th Grade) @ \$4 per diem.....	2	2,424
Tracer (6th Grade).....	1	1,000
Checking field notes for final estimates; platting topography on maps; compiling road tables; making and checking tracings of road plans; general routine work.		
<b>8—INSPECTION OF CONSTRUCTION</b>		
Assistant Engineer (9th Grade).....	1	2,000
Assistant to first deputy; handles construction mail; checks final estimates and supplements; examines petitions for taking up pavements.		
First Assistant Engineer (9th Grade).....	1	2,000
Checks final estimates.		

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>DEPARTMENT OF HIGHWAYS</b>		
<b>3—Office of First Deputy</b>		
<b>8—INSPECTION OF CONSTRUCTION — <i>Continued</i></b>		
Assistant Engineer (9th Grade) @ \$2,000.....	3	\$6,000
Assistant Engineer (10th Grade).....	1	2,200
Assistant Engineer (9th Grade) @ \$6 per diem.....	2	3,636
Assistant Engineer (9th Grade) @ \$6 per diem.....	1	1,818
Assistant Engineer (10th Grade) @ \$7 per diem.....	1	2,121
Assistant Engineer (8th Grade) @ \$5 per diem.....	1	1,515
Prepares specifications, new forms, checks standard structure sheets and final estimates; make road inspections.		
Inspector of Construction (7th Grade) @ \$4.50 per diem.....	1	1,364
Leveler (8th Grade) @ \$5 per diem.....	2	3,030
Charge of tabulating and filing construction estimates and documents; makes road inspections.		
Stenographer (6th Grade).....	1	1,200
Takes notes at hearings; general stenographic work of office.		
Office Assistant (6th Grade) @ \$3.50 per diem.....	1	1,060
Filing Clerk (6th Grade) @ \$3 per diem.....	1	909
Has charge of stationery and files; distributes contract forms and blue prints; general indexing, filing and office work.		
<b>9—CARE OF PLANS AND ESTIMATE FILES AND BLUE PRINTING</b>		
Estimate Clerk (8th Grade).....	1	1,800
In charge of plans and estimates of the department.		
Stenographer (6th Grade).....	1	1,200
Dictation and correspondence — tabulating pay-roll expense vouchers and abstracts; general typewriting and copying.		
Office Assistant (6th Grade) @ \$3 per diem.....	1	909
Checking vouchers of the first deputy's force; sending out plans and maintaining records of shipments and charges to consignees.		
Titlemaker (8th Grade).....	1	1,800
Highway Inspector (7th Grade) @ \$4.50 per diem.....	3	4,090
Laborer @ \$2 per diem.....	3	1,818
Axeman (5th Grade) @ \$2.50 per diem.....	1	758
Setting up type for titles and proposal sheets; making blueprints and photographs; occasional survey work.		
<b>4—Office of Second Deputy</b>		
The second deputy commissioner is appointed by the highway commissioner and supervises the maintenance work on all State and county highways. He exercises only general control, the details and conduct of the work being under the direction of the division engineers.		

# ORGANIZATION AND FUNCTIONS

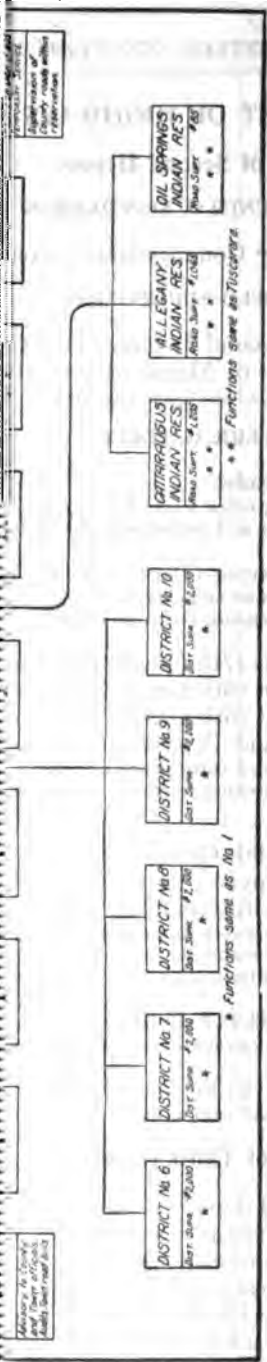
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TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>DEPARTMENT OF HIGHWAYS</b>		
<b>4—Office of Second Deputy—Continued</b>		
<b>1—GENERAL SUPERVISION</b>		
Second Deputy Commissioner (Exempt).....	1	\$5,000
<b>2—FIELD SUPERVISION</b>		
Assistant to Second Deputy (11th Grade).....	1	2,750
Superintendent of Maintenance (9th Grade).....	1	2,000
Superintends maintenance of highways and acts as field supervisor.		
<b>3—CLERICAL FORCE</b>		
Clerk (10th Grade).....	1	2,400
Supervising office work; has charge of pay-rolls and orders; authorized to sign papers and correspondence for second deputy.		
Highway Inspector (7th Grade) @ \$1,408.50.....	2	2,817
Checking labor and expense vouchers of patrolmen; supervising preparation of maintenance estimates; general office duties.		
Office Assistant (7th Grade) @ \$4 per diem.....	1	1,212
Office Assistant (6th Grade) @ \$3.50 per diem.....	3	3,181
Office Assistant (6th Grade) @ \$3 per diem.....	1	909
Stenographer and Typewriter Copyist (6th Grade) @ \$1,200... Dictation and correspondence; keeping books and obligation records; assisting in checking vouchers; preparing tabulations; typing pay-rolls and abstracts.	5	6,000
Stenographer (5th Grade).....	1	900
Typewriter Copyist (4th Grade).....	1	720
Stenographer (3rd Grade).....	1	600
Checking pay-rolls and expense accounts of field force and vouchers for maintenance, materials and supplies; filing and indexing records and papers; caring for mail; general office work.		
Messenger @ \$3 per diem.....	1	606
Assisting in clerical work; general messenger service; announces callers.		
Chauffeur @ \$125 per month.....	1	*1,000
Operation and care of automobile.		
<b>5—Office of Third Deputy</b>		
The third deputy commissioner is appointed by the highway commissioner and supervises all work done in connection with town and village roads and highways; gives advice to local road officials, through ten district supervisors; and also has charge of public roads within the Indian reservations. Under the direction of the third deputy the division engineers are occasionally assigned to advise town officials in matters relating to highways.		

\* Employed for eight months only.



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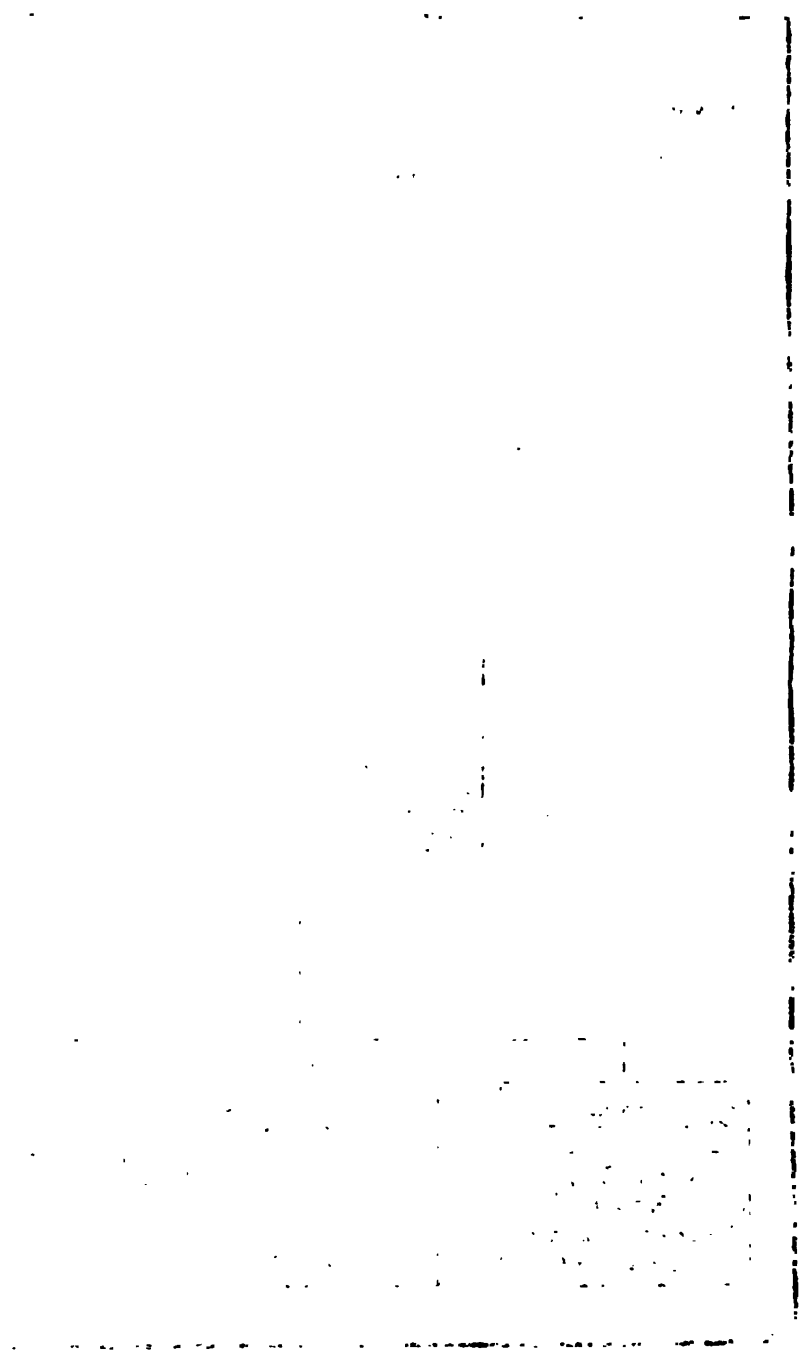


TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>DEPARTMENT OF HIGHWAYS</b>		
<b>5—Office of Third Deputy—Continued</b>		
<b>1—GENERAL SUPERVISION</b>		
Third Deputy Commissioner (Exempt)..... Supervises construction and maintenance of town highways throughout the State.	1	\$5,000
Assistant to Third Deputy (11th Grade)..... Assists the third deputy in general supervision and acts in his absence.	1	2,750
Auditor of Highway Accounts (9th Grade).....	1	2,100
Office Accountant (8th Grade).....	1	1,800
Auditor of Highway Accounts (7th Grade)..... Auditing disbursements charged against town highway appropriations; examining and checking vouchers of county and town superintendents for labor, material and expense disbursements; recording bonds of supervisors; preparing pay-rolls and abstracts; keeping appointment records.	1	1,500
Rodman (7th Grade)..... Drafting and blueprinting; assisting in office routine.	1	1,252
Stenographer (6th Grade) @ \$1,200..... Dictation and correspondence of the bureau; filing and indexing reports and papers.	2	2,400
Chauffeur @ \$125 per month..... Chauffeur to the third deputy commissioner.	1	*1,000
<b>2—FIELD AND RESERVATION SUPERVISION †</b>		
Superintendent St. Regis Indian Reservation, 185 days @ \$5..	....	....
Superintendent Onondaga Indian Reservation, 141 days @ \$5..	....	....
Superintendent Tonawanda Indian Reservation, 161 days @ \$5..	....	....
Superintendent Oil Springs Indian Reservation, 17 days @ \$5..	....	....
Superintendent Allegany Indian Reservation, 213 days @ \$5..	....	....
Superintendent Cattaraugus Indian Reservation, 241 days @ \$5..	....	....
Superintendent Tuscarora Indian Reservation, 181 days @ \$5.. Has charge of the upkeep of highways on reservations (other than State and county highways); hires laborers for work thereon; issues vouchers for material, labor, etc.	....	....
District Supervisor (9th Grade) @ \$2,000..... Supervising the town highways in his district; making preliminary audits of town highway disbursements.	10	20,000
<b>6—Office of Auditor</b>		
The auditor of the department is appointed by the highway commissioner and supervises all departmental financial records and transactions of the department; determines the accuracy of all expenditures of State funds for highway		

\* Employed for eight months only. † During 1914 the total expenditure was \$5,695.

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>DEPARTMENT OF HIGHWAYS</b>		
<b>6—Office of Auditor—Continued</b>		
purposes; reports on the same to the comptroller of the State; examines vouchers for both labor and materials and checks all contract estimates and payments.		
<b>1—AUDITING ACCOUNTS</b>		
Auditor (Exempt).....	1	\$5,000
Supervision of audit bureau. Audits all disbursements for purchases of materials and supplies, and for salaries, wages and expenses of the department; is custodian of the department building.		
Estimate Clerk (10th Grade).....	1	2,400
Has charge of principal books and records and acts as head bookkeeper.		
Bookkeeper (8th Grade).....	1	1,800
Clerk (8th Grade) @ \$1,800.....	2	3,600
Financial Clerk (8th Grade).....	1	1,800
Messenger (7th Grade).....	1	1,500
Keeping books of account; recording road maintenance disbursements for labor and materials; preparing pay-rolls, abstracts and financial statistics; recording expenditures against appropriations and allotments; preparing checks and vouchers; general clerical work.		
Stenographer (6th Grade).....	1	1,200
Dictation and correspondence; tabulating and typing reports and financial records.		
Office Assistant (6th Grade).....	1	1,095
Clerk (6th Grade).....	1	1,050
Clerk (5th Grade) @ \$900.....	2	1,800
Laborer (4th Grade).....	1	626
Examining and checking pay-rolls and expense vouchers, bills and vouchers for materials and supplies; filing and indexing correspondence and records; general office work.		
<b>2—PURCHASING SUPPLIES</b>		
Stenographer and Clerk (9th Grade).....	1	2,000
Clerical work — In charge of requisitions and orders for supplies, merchandise bills, insurance on automobiles, rents and records relating thereto.		
Highway Inspector (7th Grade).....	1	1,400
Laborer.....	1	626
Laborer @ \$2 per diem.....	1	600
Receiving and shipping stationery and supplies to the divisions throughout the State; assist in clerical work.		
<b>3—CARE OF BUILDING</b>		
Door Man @ \$2 per diem.....	1	600
Day watchman. In charge of door at main entrance.		
Night Watchman @ \$2 per diem.....	1	600
Patrolling building at night.		





TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>DEPARTMENT OF HIGHWAYS</b>		
<b>6—Office of Auditor</b>		
<b>3—CARE OF BUILDING—Continued</b>		
Laborer..... Acts as janitor and fireman	1	\$626
Charwoman @ \$391.25..... Cleaning offices and general caretaker of building.	3	1,173
<b>7—Construction and Maintenance Divisions</b>		
<p>The State is divided into ten divisions, each in charge of a division engineer responsible for the construction and maintenance work within his division, and reporting directly to the deputy commissioner in jurisdiction thereof. The division engineers make surveys, prepare plans and specifications and estimates for the construction and maintenance of all State and county highways within their respective divisions. Under the statute they may also give advice to local officials; this service is only occasional and is done under the general supervision of the third deputy. Division engineers are appointed under rules of the civil service by the Highway Commissioner.</p>		
<b>1—FIRST DIVISION</b>		
Division Engineer..... In charge of construction and maintenance work on all State and county highways in the first division, comprising Greene, Ulster, Orange, Columbia, Dutchess, Putnam, Rockland, Westchester, Nassau and Suffolk counties.	1	4,000
Stenographer (6th Grade)..... Attends to correspondence of division engineer; acts as chief stenographer in the main office.	1	1,200
Resident Engineer (10th Grade)..... General supervision of issuance and acceptance of all estimates, permits, agreements, division reports, etc.	1	2,400
Resident Engineer (11th Grade) @ \$2,500..... In charge of the reports, estimates, pay-rolls, vouchers and all routine of maintenance and construction surveys and design; one resident engineer assigned to the southern and northern residencies, respectively.	2	5,000
Assistant Engineer (10th Grade) @ \$2,200.....	4	8,800
Assistant Engineer (9th Grade) @ \$2,000.....	4	8,000
Assistant Engineer (8th Grade) @ \$1,800..... Charge of construction and maintenance of all State and county roads in various subdistricts in the northern and southern residencies.	2	3,600
Assistant Engineer (9th Grade) @ \$6 per diem.....	1	1,818
Tracer (6th Grade)..... Chief draftsman in charge of plans, estimates, etc., and general supervision of drafting force.	1	1,200

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>DEPARTMENT OF HIGHWAYS</b>		
<b>7—Construction and Maintenance Divisions</b>		
<b>1—FIRST DIVISION—Continued</b>		
Assistant Engineer (8th Grade) @ \$5 per diem . . . . .	1	\$1,515
In charge of maintenance records; supervising the examination and approval of requisitions and vouchers for labor and material; checking cost tabulations and maintenance pay-rolls.		
<p>In the first division the Division Engineer has general supervision over all departments; construction and maintenance; drafting; preparation of labor and material records for transmission to auditor. Assistant engineers are in charge of each department and the division is divided into two districts, each in charge of a resident engineer; the two residencies are further divided into ten subdistricts, each under the direct supervision of a county assistant engineer who has charge of all highway construction and maintenance matters in his district. In each county the work is further subdivided under assistant engineers and other aids; each construction or repair contract being in charge of an assistant engineer, leveler, rodman or highway inspector. There is also an assistant in each county in charge of maintenance, who supervises the patrolmen and maintenance gangs in his county or subdivision. The following employees are grouped according to their various activities. Their number and duration of employment depends on the number and extent of contracts in operation. These employees are not only subject to transfer from one part of the division to another, but also from one kind of service to another.</p>		
Assistant Engineer (9th Grade) @ \$6 . . . . .	5	*Per diem basis
Assistant Engineer (8th Grade) @ \$5 . . . . .	22	
Leveler (7th Grade) @ \$4.50 . . . . .	15	
Leveler (8th Grade) @ \$5 . . . . .	2	
Highway Inspector (7th Grade) @ \$4.50 . . . . .	16	
Highway Inspector (7th Grade) @ \$4 . . . . .	3	
Highway Inspector (6th Grade) @ \$3.50 . . . . .	2	
Rodman (6th Grade) @ \$3.50 . . . . .	15	
Chainman (5th Grade) @ \$2.50 . . . . .	11	
Axeman (5th Grade) @ \$2.50 . . . . .	3	
Inspector of Construction (7th Grade) @ \$4.50 . . . . .	9	
Inspector of Construction (6th Grade) @ \$3.50 . . . . .	29	
Laborer @ \$2 . . . . .	27	
Engineering Draftsman (8th Grade) @ \$5 . . . . .	2	
Office Assistant (6th Grade) @ \$3 . . . . .	7	
Chauffeur @ \$75 per month . . . . .	1	
Stenographer (5th Grade) @ \$900 . . . . .	2	\$1,800
Stenographer (4th Grade) . . . . .	1	72

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# ORGANIZATION AND FUNCTIONS

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TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>DEPARTMENT OF HIGHWAYS</b>		
<b>7—Construction and Maintenance Divisions</b>		
<b>1—FIRST DIVISION—<i>Continued</i></b>		
Estimate Clerk (7th Grade).....	1	\$1,500
Superintendent Foreman.....	1	3,000
Storekeeper.....	1	1,200
Patrolman.....	*179	.....
* In the above the unextended per diem and monthly wages will amount annually, per estimate based on the department, 1914 pay-roll, to the sum of \$96,971 for patrolmen and \$191,812 for others.		
<b>2—SECOND DIVISION</b>		
Under the county assistants of the second division; assistant engineers, levelers, and rodmen and chainmen are occasionally in charge of maintenance contracts. Each construction contract has an assistant engineer in charge with one or more assistants and inspectors.		
Division Engineer (12th Grade).....	1	4,000
Charge of all construction and maintenance work on State and county highways, within the second division, comprising counties of Albany, Rensselaer, Schenectady, Saratoga, Washington, Warren, Essex, and Clinton.		
Stenographer (6th Grade).....	1	1,200
Dictation and correspondence of division engineer.		
Resident Engineer (11th Grade) @ \$2,500.....	2	5,000
Assistant to division engineer; represents him in his absence; acts as chief inspector on both construction and maintenance in northern half of division; has general supervision only of county assistants.		
Assistant Engineer (10th Grade).....	1	2,200
Assistant Engineer (9th Grade) @ \$2,000.....	3	6,000
Assistant Engineer (8th Grade) @ \$1,800.....	5	9,000
Charge of construction and maintenance of State and county highways within the county or counties in his subdistrict.		
The following employees are grouped according to their various activities. Their number and duration of employment depends on the number and extent of contracts in operation. These employees are not only subject to transfer between the districts of the division, but also from one kind of service to another.		
Assistant Engineer (9th Grade).....	1	2,000

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
DEPARTMENT OF HIGHWAYS		
7—Construction and Maintenance Divisions		
2—SECOND DIVISION — <i>Continued</i>		
First Assistant Engineer (10th Grade) @ \$7.....	6	*Per diem basis
Assistant Engineer (9th Grade) @ \$6.....	5	
Assistant Engineer (8th Grade) @ \$5.....	15	
Leveler (8th Grade) @ \$5.....	2	
Leveler (7th Grade) @ \$4.50.....	9	
Leveler (6th Grade) @ \$3.....	1	
Highway Inspector (7th Grade) @ \$4.50.....	13	
Highway Inspector (7th Grade) @ \$4.....	3	
Highway Inspector (6th Grade) @ \$3.50.....	8	
Rodman (7th Grade) @ \$4.....	1	
Rodman (6th Grade) @ \$3.50.....	9	
Chainman (6th Grade) @ \$3.....	7	
Chainman (5th Grade) @ \$2.50.....	2	
Axeman (5th Grade) @ \$2.50.....	2	
Axeman (4th Grade) @ \$2.25.....	2	
Axeman @ \$2.....	1	
Inspector of Construction (7th Grade) @ \$4.50.....	19	
Inspector of Construction (6th Grade) @ \$3.50.....	13	
Laborer @ \$3.50.....	1	
Laborer @ \$2.....	21	
Engineering Draftsman (8th Grade) @ \$5.....	3	
Engineering Draftsman (7th Grade) @ \$4.....	1	
Office Assistant (6th Grade) @ \$3.50.....	2	
Office Assistant (6th Grade) @ \$3.....	1	
Chauffeur @ \$100 per month.....	1	
Tracer (6th Grade).....	1	
Stenographer (6th Grade).....	1	
Patrolman @ \$3 per diem.....	*142	
* Based on pay-rolls of 1914, an estimate of the annual total of the unextended per diem and monthly wages will amount to \$75,828 for patrolmen and \$150,170 for others.		
3—THIRD DIVISION		
In the third division each county assistant has aiding him: assistant engineers, inspectors, rodmen, etc. Each construction contract is supervised by an assistant engineer in charge of the inspectors and other assistants assigned to each road. Each maintenance contract has an engineer in charge, who is usually the only inspector assigned to the work. An engineer under the county assistant is in general charge of maintenance work in each county, excepting in a county containing a residency.		
Division Engineer (12th Grade).....	1	4,000
Charge of all construction and maintenance work on State and county roads in third division, comprising St. Lawrence, Franklin, Jefferson and Lewis counties.		
Stenographer (6th Grade).....	1	1,200
Attends to correspondence of division engineers.		

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**PLANS**  
ENG'R DRAFTSMAN \$4,515\*  
EMPLOYEES 4-9 \$2-15 PER DEM.  
Preparation of plans,  
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COUNTY \$2,000  
ASSISTORS.  
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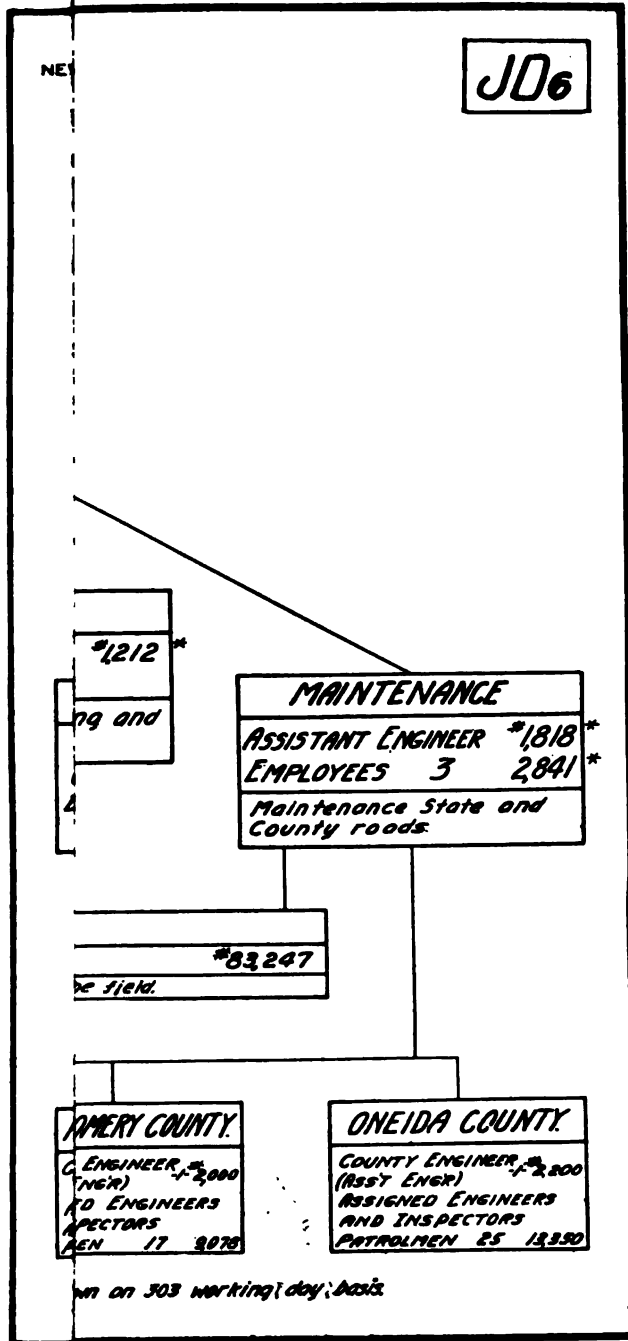
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TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>DEPARTMENT OF HIGHWAYS</b>		
<b>7—Construction and Maintenance Divisions</b>		
<b>3—THIRD DIVISION — <i>Continued</i></b>		
Resident Engineer (11th Grade) . . . . .	1	\$2,500
Charge of maintenance work on State and county roads; supervising special maintenance force in Jefferson county.		
First Assistant Engineer (10th Grade) @ at \$7 per diem . . . . .	1	2,121
In charge of construction work on State and county roads in the third division. Also supervises all surveys and has charge of drafting section of the division construction work.		
Assistant Engineer (9th Grade) @ \$2,000 . . . . .	4	8,000
Assistant Engineer (8th Grade) . . . . .	1	1,800
Charge of construction and maintenance work in counties or divisions of counties.		
The following employees are grouped according to their various activities. Their number depends upon the number and extent of contracts in operation, and the majority of these employees are subject to transfer from one part of the division to another, and from one kind of service to another.		
Assistant Engineer @ \$6 . . . . .	4	} Per diem basis*
Assistant Engineer @ \$5.50 . . . . .	1	
Assistant Engineer (8th Grade) @ \$5 . . . . .	21	
Leveler (7th Grade) @ \$4.50 . . . . .	9	
Highway Inspector (7th Grade) @ \$4.50 . . . . .	10	
Rodman (7th Grade) @ \$4 . . . . .	2	
Rodman (6th Grade) @ \$3.50 . . . . .	7	
Chainman (5th Grade) @ \$2.50 . . . . .	4	
Axeman (5th Grade) @ \$2.50 . . . . .	7	
Inspector of Construction (7th Grade) @ \$4.50 . . . . .	24	
Inspector of Construction (6th Grade) @ \$3.50 . . . . .	3	
Laborer @ \$2 . . . . .	15	
Engineering Draftsman (8th Grade) @ \$5 . . . . .	2	
Engineering Draftsman (7th Grade) @ \$4.50 . . . . .	1	
Office Assistant (6th Grade) @ \$3.50 . . . . .	2	
Chauffeur @ \$100 per month . . . . .	1	} Per diem basis*
Chauffeur @ \$100 per month . . . . .	2	
Patrolman Laborer @ \$3 . . . . .	*55	
Stenographer (5th Grade) . . . . .	1	900
Stenographer (5th Grade) . . . . .	1	840
* In the above the unextended per diem wages will amount annually per estimate based on the department 1914 pay-roll, to the sum of \$29,370 for patrolman and \$123,524 for others.		
<b>4—FOURTH DIVISION</b>		
In the fourth division each county assistant is directly in charge of all construction and maintenance in his county. Construction and repair contracts are usually supervised by an assistant engineer; occasionally small contracts are in charge of levelers or highway inspectors.		



TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>DEPARTMENT OF HIGHWAYS</b>		
<b>7—Construction and Maintenance Divisions</b>		
<b>4—FOURTH DIVISION — <i>Continued</i></b>		
Division Engineer (12th Grade)..... Charge of all construction and maintenance work on State and county roads in the fourth division, comprising Fulton, Hamilton, Montgomery, Herkimer, Madison and Oneida counties.	1	\$4,000
Stenographer (5th Grade)..... Dictation and correspondence of division engineer.	1	900
Resident Engineer (11th Grade)..... Supervises construction and maintenance work on State and county roads in the fourth division; chief assistant to the division engineer; acts in his absence.	1	2,500
First Assistant Engineer (10th Grade) @ \$7 per diem..... Charge of the drafting room and, as county assistant, supervision of construction and maintenance in Madison county.	1	2,121
Assistant Engineer (10th Grade).....	1	2,200
Assistant Engineer (9th Grade) @ \$2,000.....	3	6,000
Assistant Engineer (8th Grade)..... County assistant — In charge of highway construction and maintenance work in various counties or districts of the fourth division.	1	1,800
<p>The following engineers and other employees are grouped according to their various activities. The number of employees depends on the number and extent of contracts under way, and the majority of the following are subject to shift not only from one part of the division to another part, but also from one kind of service to another.</p>		
First Assistant Engineer (10th Grade) @ \$7.....	1	} Per diem basis*
Assistant Engineer (9th Grade) @ \$6.....	5	
Assistant Engineer (8th Grade) @ \$5.....	12	
Leveler (8th Grade) @ \$5.....	1	
Leveler (7th Grade) @ \$4.50.....	6	
Highway Inspector (7th Grade) @ \$4.50.....	9	
Highway Inspector (7th Grade) @ \$4.....	3	
Rodman (7th Grade) @ \$4.....	3	
Rodman (6th Grade) @ \$3.50.....	10	
Chainman (6th Grade) @ \$3.....	3	
Chainman (5th Grade) @ \$2.50.....	2	
Axeman (5th Grade) @ \$2.50.....	5	
Inspector of Construction (7th Grade) @ \$4.50.....	12	
Inspector of Construction (6th Grade) @ \$3.50.....	13	
Laborer @ \$2.....	12	
Office Assistant (6th Grade) @ \$3.50.....	2	
Office Assistant (6th Grade) @ \$3.....	1	

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TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>DEPARTMENT OF HIGHWAYS</b>		
<b>7—Construction and Maintenance Divisions</b>		
<b>4—FOURTH DIVISION—Continued</b>		
Tracer (5th Grade) @ \$900.....	2	\$1,800
Stenographer (4th Grade).....	1	720
Estimate Clerk (9th Grade).....	1	2,100
Chauffeur @ \$100 per month.....	*1	.....
Patrolman @ \$3 per diem.....	*80	42,720
* In the above the unextended per diem wages will amount annually, per estimate based on the department payroll of 1914, to the sum of \$42,720 for patrolman and \$91,428 for others.		
<b>5—FIFTH DIVISION</b>		
In the fifth division the resident engineer supervises both construction and maintenance work, with an assistant engineer especially assigned in charge of maintenance details. A county assistant is in charge of construction work only in his county; the maintenance work being supervised by highway inspectors, classed as maintenance assistants, under the direction of the assistant maintenance engineer.		
Division Engineer (12th Grade).....	1	4,000
Charge of construction and maintenance work on State and county roads in the Fifth division, comprising Broome, Chenango, Delaware, Otsego, Schoharie and Sullivan counties.		
Stenographer (6th Grade).....	1	1,200
Dictation and correspondence of division engineer.		
Resident Engineer (11th Grade).....	1	2,500
Supervises the construction and maintenance work in the fifth division; has supervising charge of drafting work and estimates; as chief assistant to the division engineer, acts in his absence.		
First Assistant Engineer (10th Grade) @ \$7.00 per diem.....	1	2,121
Directly in charge of the drafting room; has supervision of draftsmen and office force; charge of maps and computations.		
Assistant Engineer (10th Grade) @ \$2,200.....	3	6,600
Assistant Engineer (9th Grade).....	1	2,000
Assistant Engineer (8th Grade) @ \$1,800.....	2	3,600
Assistant Engineer (8th Grade) @ \$5.00 per diem.....	1	1,515
Highway Inspector (7th Grade) @ \$4.50 per diem.....	5	6,817
Act as county assistant engineers and are in charge of the construction, or the maintenance and repair, of highways in the several counties within the division; in the smaller districts a county assistant supervises both construction and maintenance work.		
The following engineers and employees are grouped according to their various activities. The number of employees depends on the number and extent of contracts		

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>DEPARTMENT OF HIGHWAYS</b>		
<b>7—Construction and Maintenance Divisions</b>		
<b>5—FIFTH DIVISION — Continued</b>		
under way; and the majority of the following are subject to shift not only from one part of the division to another part, but also from one kind of service to another.		
First Assistant Engineer (10th Grade) @ \$7.....	1	} Per diem basis*
Assistant Engineer (8th Grade) @ \$5.....	17	
Leveler (7th Grade) @ \$4.50.....	8	
Highway Inspector (7th Grade) @ \$4.50.....	7	
Highway Inspector (7th Grade) @ \$4.....	5	
Highway Inspector (6th Grade) @ \$3.50.....	3	
Rodman (7th Grade) @ \$4.....	1	
Rodman (6th Grade) @ \$3.50.....	11	
Chainman (5th Grade) @ \$2.50.....	3	
Axeman (5th Grade) @ \$2.50.....	3	
Inspector of Construction (7th Grade) @ \$4.50.....	8	
Inspector of Construction (6th Grade) @ \$3.50.....	9	
Laborer @ \$2.....	12	
Engineering Draftsman (7th Grade) @ \$4.50.....	2	
Office Assistant (6th Grade) @ \$3.50.....	1	
Office Assistant (6th Grade) @ \$3.....	2	\$900
Stenographer (5th Grade).....	1	
Stenographer (6th Grade).....	1	
Estimate Clerk (9th Grade).....	1	
Clerk (6th Grade).....	1	
Chauffeur @ \$100 per month.....	*1	1,200
Patrolman @ \$3 per diem.....	*65	2,100
* In the above the unextended per diem wages will amount annually, per estimate based on the department 1914 payroll, to the sum of \$34,710 for patrolmen and \$97,838 for others		
<b>6—SIXTH DIVISION</b>		
The division engineer supervises, through the county assistant engineers, the construction and maintenance work in all counties of the sixth division; has charge of the general divisional office.		
Division Engineer (12th Grade).....	1	4,000
Charge of construction and maintenance work on all State and county roads in the sixth division, comprising Cortland, Oswego, Cayuga, Onondaga, Seneca and Wayne counties.		
Stenographer (6th Grade).....	1	1,200
Dictation and correspondence of the division office.		
Resident Engineer (10th Grade).....	1	2,400
Supervises both construction and maintenance work in the sixth division; acts for division engineer in his absence; inspects materials; makes assignment of employees; handles general correspondence.		

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**SURVEYS**

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COUNTY ASS'T } 1-#1,800  
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PATROLMEN 6- 3,204

**WAYNE CO.**

COUNTY ASS'T } 1-#1,800  
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ASSIGNED ENGINEERS  
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PATROLMEN 9-#4,806

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ONTARIO COUNTIES  
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PATROLMEN 29 15486

MONROE COUNTY  
WESTERN SECTION  
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TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>DEPARTMENT OF HIGHWAYS</b>		
<b>7—Construction and Maintenance Divisions</b>		
<b>6—SIXTH DIVISION—Continued</b>		
Assistant Engineer (10th Grade) .....	1	\$2,200
Assistant Engineer (9th Grade) @ \$2,000 .....	3	6,000
Assistant Engineer (8th Grade) @ \$1,800 .....	2	3,600
First Assistant Engineer (10th Grade) @ \$7 per diem .....	1	2,121
As county assistant has charge of construction and maintenance work on State and county roads in one or more counties within the division.		
The following employees are grouped according to their various activities. The number of employees depends on the number and extent of contracts under way, and the majority are subject to transfer not only from one part of the division to another part, but also from one kind of service to another.		
Assistant Engineer (9th Grade) @ \$6 .....	4	Per diem basis*
Assistant Engineer (8th Grade) @ \$5 .....	10	
Leveler (8th Grade) @ \$5 .....	3	
Leveler (7th Grade) @ \$4.50 .....	9	
Highway Inspector (7th Grade) @ \$4.50 .....	17	
Highway Inspector (7th Grade) @ \$4 .....	1	
Highway Inspector (6th Grade) @ \$3.50 .....	1	
Rodman (6th Grade) @ \$3.50 .....	10	
Chainman (6th Grade) @ \$3 .....	1	
Chainman (5th Grade) @ \$2.50 .....	3	
Axeman (5th Grade) @ \$2.50 .....	3	
Inspector of Construction (7th Grade) @ \$4.50 .....	6	
Inspector of Construction (6th Grade) @ \$3.50 .....	9	
Laborer @ \$2 .....	1	
Laborer @ \$1 .....	1	
Engineering Draftsman (8th Grade) @ \$5 .....	1	\$1,200
Office Assistant (6th Grade) @ \$3.50 .....	1	
Office Assistant (6th Grade) @ \$3 .....	1	
Stenographer (6th Grade) .....	1	
Tracer (6th Grade) .....	1	
Clerk (10th Grade) .....	1	
Chauffeur @ \$100 per month .....	*1	2,400
Patrolman (Laborer) @ \$3 per diem .....	*82	.....
* In the above the unextended per diem wages will amount annually, per estimate based on the department 1914 pay-roll, to the sum of \$43,788 for patrolmen and \$81,817 for others.		
<b>7—SEVENTH DIVISION</b>		
The division engineer has general supervision of all work of the seventh division; the immediate supervision of road construction is delegated to the resident engineer, and of maintenance to a leveler. Each of these in turn is chief of a corps of county assistants covering the field work and being directly responsible therefor.		

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>DEPARTMENT OF HIGHWAYS</b>		
<b>7—Construction and Maintenance Divisions</b>		
<b>7—SEVENTH DIVISION—Continued</b>		
Division Engineer (12th Grade)..... Charge of construction and maintenance on all State and county roads in the seventh division, comprising Monroe, Orleans, Genesee, Wyoming, Livingston and Ontario counties.	1	\$4,000
Stenographer (6th Grade)..... Dictation and correspondence; general typing of division office.	1	1,200
Resident Engineer (11th Grade)..... Charge of construction and repair work; inspections and surveys of all roads in the seventh division; chief assistant to the division engineer and acts in his absence.	1	2,500
First Assistant Engineer (10th grade) @ \$7 per diem..... Charge of the drafting department of the seventh division; supervising plans, estimates, etc.	1	2,121
Leveler (8th Grade) @ \$5 per diem..... General supervision of all details of maintenance and repairs on the State and county roads, within the division.	1	1,515
First Assistant Engineer (10th Grade) @ \$7 per diem.....	1	2,121
Assistant Engineer (10th Grade).....	1	2,200
Assistant Engineer (9th Grade) @ \$2,000.....	5	10,000
Assistant Engineer (8th Grade)..... As county assistant has charge of new construction and of resurfacing the State and county roads within the county or district under his supervision.	1	1,800
Assistant Engineer (8th Grade) @ \$5 per diem.....	1	1,515
Highway Inspector (7th Grade) @ \$4.50 per diem.....	2	2,727
Rodman (6th Grade) @ \$3.50 per diem.....	1	1,061
Inspector of Construction (7th Grade) @ \$4.50 @ per diem.. As county maintenance assistant has charge of maintenance work and supervision of repair contracts operating within the county or counties supervised.	1	1,363
The following employees are grouped according to their various activities. The number of employees depends on the number and extent of contracts in operation; and the majority of the following employees are subject to transfer between various districts of the division and various kinds of work.		
First Assistant Engineer (10th Grade) @ \$7.....	1	} Per diem basis
Assistant Engineer (9th Grade) @ \$6.....	3	
Assistant Engineer (8th Grade) @ \$5.....	13	
Leveler (8th Grade) @ \$5.....	1	
Leveler (7th Grade) @ \$4.50.....	13	
Highway Inspector (7th Grade) @ \$4.50.....	7	
Highway Inspector (7th Grade) @ \$4.....	2	

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TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>DEPARTMENT OF HIGHWAYS</b>		
<b>7—Construction and Maintenance Divisions</b>		
<b>7—SEVENTH DIVISION—Continued</b>		
Highway Inspector (6th Grade) @ \$3.50.....	1	} Per diem basis*
Rodman (6th Grade) @ \$3.50.....	10	
Chainman (6th grade) @ \$3.....	1	
Chainman (5th Grade) @ \$2.50.....	8	
Axeman (5th Grade) @ \$2.50.....	5	
Inspector of Construction (7th Grade) @ \$4.50.....	4	
Inspector of Construction (6th Grade) @ \$3.50.....	9	
Laborer @ \$2.....	3	
Office Assistant (6th Grade) @ \$3.50.....	2	
Office Assistant (6th Grade) @ \$3.....	1	
Patrolman @ \$3 per diem.....	*79	
Stenographer (4th Grade).....	1	\$720
Stenographer (3d Grade).....	1	600
Chauffeur @ \$100 per month.....	*1	
*In the above the unextended per diem wages will amount annually, per estimate based on the department 1914 pay-roll, to the sum of \$42,186 for patrolmen and \$78,555 for others.		
<b>8—EIGHTH DIVISION</b>		
Under the direction of the division engineer and reporting through the resident engineer, an assistant engineer is in immediate charge of the work in each county and responsible for both construction and repair work on all highways within the county.		
Division Engineer (12th Grade).....	1	4,000
In charge of construction, maintenance and repair of all State and county roads in the eighth division, comprising Allegany, Chemung, Schuyler, Steuben, Tioga, Yates and Tompkins counties.		
Stenographer (6th Grade) @ \$100 per month.....	1	1,200
Dictation and correspondence of the division.		
Resident Engineer (11th Grade).....	1	2,500
General supervision of construction, maintenance and repair work; drafting room and office force; acts for the division engineer in his absence.		
Assistant Engineer (10th Grade) @ \$2,200.....	2	4,400
Assistant Engineer (9th Grade) @ \$2,000.....	3	6,000
Assistant Engineer (8th Grade).....	1	1,800
Assistant Engineer (8th Grade) @ \$5 per diem.....	1	1,515
Assistant Engineer (9th Grade) @ \$6 per diem.....	1	1,818
As county assistant has charge of construction, maintenance and repair of State and county highways, within the county under his supervision.		
The following employees are grouped according to their various activities. The number of employees depends on the number and extent of contracts in operation; and the		

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>DEPARTMENT OF HIGHWAYS</b>		
<b>7—Construction and Maintenance Divisions</b>		
<b>8—EIGHTH DIVISION—Continued</b>		
majority of these employees are subject to transfer not only from one part of the division to another part, but also from one kind of service to another.		
First Assistant Engineer (10th Grade) @ \$7.....	1	Per diem basis*
Assistant Engineer (9th Grade) @ \$6.....	2	
Assistant Engineer (8th Grade) @ \$5.....	11	
Leveler (Seventh Grade) @ \$4.50.....	9	
Highway Inspector (7th Grade) @ \$4.50.....	8	
Highway Inspector (Seventh Grade) @ \$4.....	1	
Highway Inspector (Sixth Grade) @ \$3.50.....	1	
Rodman (6th Grade) @ \$3.50.....	12	
Chainman (6th Grade) @ \$3.....	1	
Chainman (5th Grade) @ \$2.50.....	5	
Axeman (5th Grade) @ \$2.50.....	8	
Inspector of Construction (7th Grade) @ \$4.50.....	11	
Inspector of Construction (6th Grade) @ \$3.50.....	24	
Laborer @ \$2.....	23	
Laborer @ \$1.....	1	
Engineering Draftsman (7th Grade) @ \$4.50.....	2	
Office Assistant (6th Grade) @ \$3.50.....	1	
Office Assistant (6th Grade) @ \$3.....	2	
Chauffeur @ \$100 per month.....	*1	.....
Tracer (5th Grade).....	1	\$900
Tracer (4th Grade).....	1	720
Stenographer (4th Grade).....	1	720
Stenographer (4th Grade).....	1	720
Clerk (5th Grade).....	1	900
Patrolman (Laborer) @ \$3 per diem.....	*56	.....
* In the above the unextended per diem wages will amount annually, per estimates based on the department 1914 pay-roll, to the sum of \$29,904 for patrolmen and \$110,375 for others.		
<b>9—NINTH DIVISION</b>		
In the ninth division construction and maintenance work is divided in the counties among two county assistants, one in charge of each branch of the work and each reporting to the resident engineer at the division headquarters. The construction work in each county, excepting Erie county, is supervised by an assistant engineer, with engineers or other employees in charge of each construction contract.		
Division Engineer (12th Grade).....	1	4,000
In charge of construction, maintenance and repair of all State and county roads in the ninth division, comprising Erie, Chautauqua, Cattaraugus and Niagara counties.		

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ASSISTANCE

**MAINTENANCE.**  
*Under direct super-  
vision of Division Engineer.*

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**CATTARAUGUS COUNTY.**  
(IN CHARGE OF HIGHWAY  
INSPECTOR OF CHAUTAUGUS  
COUNTY)  
PATROLMEN 8 #4272

**NIAGARA COUNTY.**  
ASSISTANT ENGINEER #1515\*  
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TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>DEPARTMENT OF HIGHWAYS</b>		
<b>7—Construction and Maintenance Divisions</b>		
<b>9—NINTH DIVISION — <i>Continued</i></b>		
Stenographer (6th Grade) . . . . . Dictation and correspondence of the division office.	1	\$1,000
Resident Engineer (11th Grade) . . . . . General supervision of construction, maintenance and repair work; in charge of general office, and acts for division engineer in his absence. Also in direct charge of construction in Erie county.	1	2,500
Resident Engineer (11th Grade) . . . . . In charge of construction in Cattaraugus county, serving with and supervising directly the work of the county assistant for that county.	1	3,000
First Assistant Engineer (10th Grade) @ \$7 per diem . . . . . In charge of general affairs at the division office headquarters; directly supervising surveys, plans, estimates, reports, etc.	1	2,121
Assistant Engineer (10th Grade) @ \$2,000 . . . . .	2	4,000
Assistant Engineer (10th Grade) . . . . . As county assistant, has charge of construction work in a county within the division.	1	2,200
Assistant Engineer (8th Grade) @ \$5 per diem . . . . .	1	1,515
Highway Inspector (7th Grade) @ \$4.50 per diem . . . . . As county assistant has charge of maintenance and repair work on State and county roads of the county under his supervision.	2	2,727
The following employees are grouped according to their various activities. The number of employees depends on the number and extent of contracts in operation; and they are subject to transfer between various parts of the division and also from one kind of service to another, as the character of the work makes necessary.		
First Assistant Engineer (10th Grade) @ \$7 . . . . .	2	} Per diem basis*
Assistant Engineer (9th Grade) @ \$6 . . . . .	7	
Assistant Engineer (8th Grade) @ \$5 . . . . .	15	
Leveler (8th Grade) @ \$5 . . . . .	1	
Leveler (7th Grade) @ \$4.50 . . . . .	15	
Highway Inspector (7th Grade) @ \$4.50 . . . . .	5	
Highway Inspector (7th Grade) @ \$4 . . . . .	1	
Highway Inspector (6th Grade) @ \$3.50 . . . . .	1	
Rodman (7th Grade) @ \$4 . . . . .	3	
Rodman (6th Grade) @ \$3.50 . . . . .	15	
Chainman (6th Grade) @ \$3 . . . . .	1	
Chainman (5th Grade) @ \$2.50 . . . . .	4	
Axeman (5th Grade) @ \$2.50 . . . . .	1	
Inspector of Construction (7th Grade) @ \$4.50 . . . . .	3	
Inspector of Construction (6th Grade) @ \$3.50 . . . . .	5	
Laborer @ \$2 . . . . .	6	
Office Assistant (6th Grade) @ \$3.50 . . . . .	2	

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>DEPARTMENT OF HIGHWAYS</b>		
<b>7—Construction and Maintenance Divisions</b>		
<b>9—NINTH DIVISION — <i>Continued</i></b>		
Stenographer (4th Grade) @ \$720.....	3	\$2,160
Bookkeeper (7th Grade).....	1	1,500
Chauffeur @ \$1,200 (eight months only).....	3	2,400
Patrolman @ \$3 per diem.....	*39	.....
* In the above the unextended per diem wages will amount annually, per estimate based on the Department 1914 pay-roll, to the sum of \$20,826 for patrolmen and \$83,580 for others.		

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**TRUSTEES OF PUBLIC BUILDINGS**

The Capitol and other public buildings of the State, at Albany, are under the supervision of the Trustees of Public Buildings. All contracts for construction and repair are revised by them before being awarded.

ORGANIZATION	Number of employees	Amount pay-roll basis
Board of Trustees Composed of the Governor, the Lieutenant-Governor, the Speaker of the Assembly, Ex-officio members.		
Secretary (Exempt)*..... Secretary to the Governor, ex-officio employee.	1	\$1,000
Auditor of Accounts(12th Grade)..... Clerk of the Board.	1	3,500
Supervising Auditor of Accounts†..... Governor's private auditor.	1	1,000
Total on annual pay-roll basis.....	3	\$5,500

\* Also, Secretary to the Governor at a salary of \$4,000.

† Also, private Auditor of Governor in Governor's office receiving there \$4,000.

**DEPARTMENT OF PUBLIC BUILDINGS**

Is under the control and direction of the Trustees of Public Buildings; charged with the care and maintenance of the Geological Hall, State Hall, Capitol and Executive Mansion in Albany and the Senate House in Kingston; and the maintenance and operation of the Capitol Power House; also the supplying of heat, light and power to the Education building.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—Administration.....	6	\$15,600
2—Care of Public Buildings.....	239	179,650
Total on annual pay-roll basis.....	245	\$195,250

DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>DEPARTMENT OF PUBLIC BUILDINGS</b>		
1—Administration.....	6	\$15,600
2—Care of Public Buildings		
1—BUREAU OF LIGHT, HEAT AND POWER.....	28	29,309
2—BUREAU OF FIRE PROTECTION.....	4	3,576
3—BUREAU OF PLUMBING AND DRAINAGE.....	4	5,347
4—GEOLOGICAL BUILDING.....	9	5,689
5—STATE HALL.....	20	12,020
6—CAPITOL.....	159	112,452
7—EXECUTIVE MANSION.....	14	10,457
8—SENATE HOUSE, KINGSTON.....	1	800

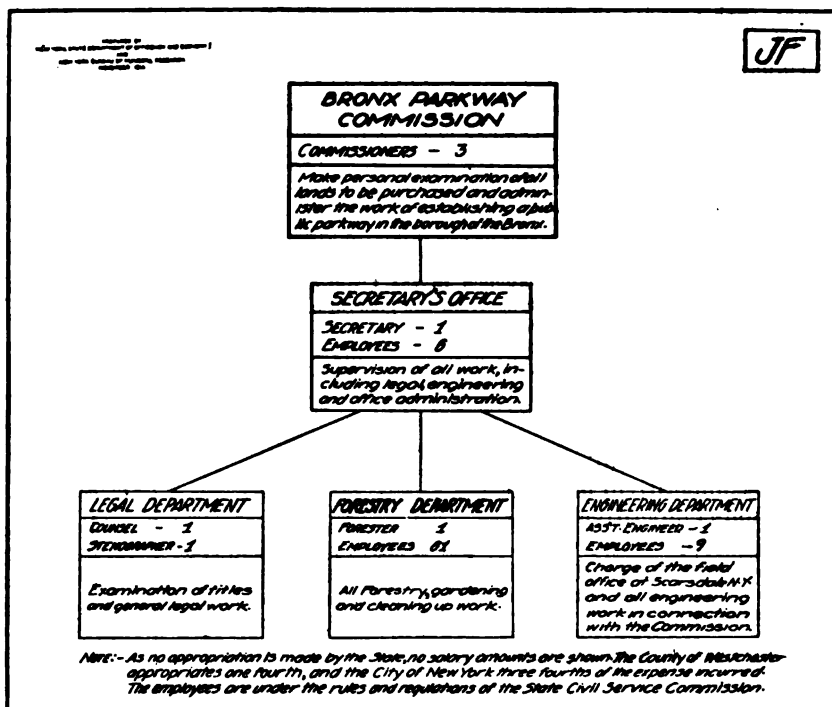
TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>DEPARTMENT OF PUBLIC BUILDINGS</b>		
<b>1—Administration</b>		
<b>Superintendent (Unclassified)</b> .....	1	\$ 5.00
<i>Appointed by the Trustees of Public Buildings, is custodian of and supervises and directs the work of maintaining and caring for the above buildings and grounds. He appoints a deputy superintendent and all necessary employees and purchases the supplies and fuel required for the care and maintenance of the said buildings and for the operation of the capitol power house. He is vested with general police powers and with power of arrest for unlawful acts committed in and about the above buildings.</i>		
<b>Deputy Superintendent (Unclassified)</b> .....	1	3.50
<i>General administrative duties under direction of superintendent, and acts in his absence. Supervises operation of power house and purchase of supplies. Opens and distributes mail.</i>		
<b>Private Secretary and Cashier (9th Grade)</b> .....	1	2.00
<i>In charge of correspondence and records of employees. Custodian of petty cash and expense funds.</i>		
<b>Clerk and Bookkeeper (9th Grade)</b> .....	1	2.00
<i>Prepares payrolls, keeps records of receipt and distribution of fuel and supplies, checks bills and vouchers, general office work.</i>		
<b>Clerk and Stenographer (8th Grade)</b> .....	1	1.75
<i>Dictation and correspondence, preparation of abstracts and pay-rolls; indexing and filing; assists in general office work.</i>		
<b>Messenger and Weigher (7th Grade)</b> .....	1	1.40
<i>Verifies and keeps record of weights and quantities of supplies purchased and received; delivers messages and documents to various buildings.</i>		
<b>2—Care of Public Buildings</b>		
<b>1—BUREAU OF LIGHT, HEAT AND POWER</b>		
<i>Is charged with the operation of the capitol power house and supplying heat, light and power to the capitol and to the education building and also light to the executive mansion.</i>		
<b>Chief Engineer (11th Grade)</b> .....	1	2.500
<i>Supervises the work of the employees stationed at the power house, under the direction of the superintendent, also responsible for repairs to the mechanical and electric equipment of all buildings under the supervision of the department.</i>		
<b>Assistant Chief Engineer (8th Grade)</b> .....	1	1.500
<i>Assists chief engineer in the operation of power house and supervision of employees, and repairs to steam and electric plant; care and maintenance of heating plant and conduits.</i>		
<b>Electrical Engineer (7th Grade)</b> .....	1	1.300
<i>Under supervision of chief engineer; is in charge of maintenance and repair of the electric equipment in all of the above buildings, except power house.</i>		

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>DEPARTMENT OF PUBLIC BUILDINGS</b>		
<b>2—Care of Public Buildings</b>		
<b>1—BUREAU OF LIGHT, HEAT AND POWER — <i>Continued</i></b>		
Assistant Steam Engineer (7th Grade) .....	1	\$1,210
Assistant Steam Engineers (6th Grade) @ \$1,100 .....	2	2,200
Care and maintenance of boilers and steam plants, heating and power equipment; work in eight-hour shifts.		
Chief Firemen (6th Grade) @ \$1,056 .....	3	3,168
In charge of boiler room, condition of grates and boilers; removal of ashes, etc.; work in eight-hour shifts.		
Firemen (6th Grade) @ \$1,056 .....	3	3,168
Firemen (6th Grade) @ \$990 .....	4	3,960
Firemen (4th Grade) .....	1	720
Cleaning boilers, firing and attending to cleaning fires, repairs to grate bars, etc.		
Laborers @ \$871.20 .....	11	9,583
Moving machinery; assisting machinists and firemen in repair work; removing ashes; eleven laborers assigned to power house fireroom.		
<b>2—BUREAU OF FIRE PROTECTION</b>		
Maintains fire patrol in capitol building and is charged with inspection of condition of fire alarm system, portable extinguishers, hose, etc., in the various buildings; and enforcement of fire regulations.		
Captain of the Watch (6th Grade) .....	1	1,200
In charge of fire patrol force and inspections of apparatus, etc.		
Laborers for Fire Patrol @ \$792 .....	3	2,376
Maintain fire patrol service in capitol in eight-hour shifts.		
<b>3—BUREAU OF PLUMBING AND DRAINAGE</b>		
Responsible for condition of plumbing and heating equipment of capitol and other buildings; make ordinary repairs under supervision of chief engineer.		
Plumber and gasfitter (non-competitive) @ \$4.80 per diem....	2	3,005
Steamfitter (non-competitive) @ \$4.80 per diem .....	1	1,502
Steamfitter's helper (non-competitive) @ \$70 per month .....	1	840
<b>4—GEOLOGICAL BUILDING</b>		
Janitor (7th Grade) .....	1	1,400
In charge of the care and maintenance of Geological Hall; supervises work of cleaners and caretakers; is directly responsible to Superintendent of Public Buildings.		
Laborers @ \$792 .....	2	1,584
Porter .....	1	660



TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>DEPARTMENT OF PUBLIC BUILDINGS</b>		
<b>2—Care of Public Buildings</b>		
<b>4—GEOLOGICAL BUILDING—Continued</b>		
Cleaners @ \$1.25 per diem.....	4	\$1,565
Assigned from the general force employed in care and maintenance of public buildings, for duty at Geological Hall.		
Janitress.....	1	480
Supervises work of cleaning force (women).		
<b>5—STATE HALL</b>		
Janitor (7th Grade).....	1	1,500
In charge of the care and maintenance of State Hall; supervises work of cleaning and renovating; directly responsible to Superintendent of Public Buildings.		
Janitress.....	1	540
Supervises work of cleaning force (women).		
Elevatorman (6th Grade).....	1	960
Firemen (5th Grade) @ \$840.....	2	1,680
Laborers @ \$792.....	3	2,376
Porter.....	1	660
Cleaners @ \$1.25 per diem.....	11	4,304
Assigned from the general force employed in care and maintenance of public buildings, for duty at State Hall.		
<b>6—CAPITOL</b>		
Machinist and Locksmith (non-competitive).....	1	1,200
Assistant Machinist (non-competitive).....	1	1,100
Assistant Steam Engineers (non-competitive) @ \$1,210.....	3	3,630
Roofer (non-competitive) @ \$4.80 per diem.....	1	1,503
Rigger (non-competitive) @ \$3.50 per diem.....	1	1,096
Chief Carpenter (non-competitive).....	1	1,400
Stone and Tile Setter (mason) (non-competitive).....	1	1,627
Carpenters (non-competitive) @ \$4.00 per diem.....	2	2,504
Painter (non-competitive).....	1	1,252
The mechanics as above are under the supervision of the superintendent and employed in the work of ordinary repairs to building and mechanical equipment.		
Upholsterer (non-competitive).....	1	1,000
Carpet and Shade Maker (non-competitive).....	1	1,000
Seamstress (non-competitive) @ \$2.00 per diem.....	1	626
Assigned as required to repairing furniture and fixtures under the direction of the superintendent.		
Custodian Senate Chamber, etc. (Exempt).....	1	1,200
Custodian Assembly Chamber (Exempt).....	1	1,080
Supervise the cleaning and care of the rooms of the Legislature, and advise with superintendent as to repair work necessary.		

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>DEPARTMENT OF PUBLIC BUILDINGS</b>		
<b>2—Care of Public Buildings</b>		
<b>6—CAPITOL — Continued</b>		
Chief Orderly (non-competitive) . . . . .	1	\$1,800
Has charge of and supervises work of orderlies, elevatormen and the general help in and about the Capitol, as listed.		
Orderlies (5th Grade) @ \$792 . . . . .	11	8,712
Elevatormen (6th Grade) @ \$960 . . . . .	9	8,640
Watchmen (6th Grade) @ \$960 . . . . .	2	1,920
Laborers (non-competitive) @ \$1,080 . . . . .	2	2,160
Laborer (non-competitive) . . . . .	1	900
Laborers (non-competitive) @ \$792 . . . . .	42	33,264
Laborers (non-competitive) @ \$871.20 . . . . .	2	1,742
Porters (non-competitive) @ \$660 . . . . .	17	11,220
Forewoman . . . . .	1	600
Porteress . . . . .	1	540
Cleaners @ \$1.25 per diem . . . . .	53	20,736
The above general workers are assigned to the Capitol to duties as indicated by the titles of their positions, from the general force employed in care and maintenance of public buildings.		
<b>7—EXECUTIVE MANSION</b>		
Attendant (unclassified) . . . . .	1	1,500
Attendant (unclassified) . . . . .	1	900
Gardener (non-competitive) . . . . .	1	1,200
Laborers (non-competitive) @ \$792 . . . . .	6	4,752
Forewoman (non-competitive) . . . . .	1	540
Laundress (non-competitive) @ \$1.25 per diem . . . . .	2	783
Cleaners (non-competitive) @ \$1.25 per diem . . . . .	2	782
The above staff has to do with the general care and maintenance of the Executive Mansion.		
<b>8—SENATE HOUSE—KINGSTON</b>		
Keeper of Senate House (5th Grade) . . . . .	1	800
Custodian of building and contents and responsible for care and maintenance.		



**BRONX PARKWAY COMMISSION**

Created by chapter 594, Laws of 1907, for the purpose of establishing a public park in the borough of the Bronx, New York city, and to prevent the pollution of the Bronx river. A board consisting of three commissioners appointed by the Governor, by and with the consent of the Senate, for term of five years, is empowered to examine, survey and acquire lands. No State appropriation is made; the expenses are paid one-fourth by the county of Westchester and three-fourths by the city of New York. The graded employees are appointed under the State Civil Service.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—General Administration.....	3	\$7,500
2—Secretary's Office.....	7	13,480
3—Legal Department*.....	1	1,020
4—Engineering Department.....	10	12,350
5—Forestry Department.....	62	37,635
Total on annual pay-roll basis.....	83	\$71,985

\* In addition to the number here shown a counsel in legal department is paid from fees.

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>BRONX PARKWAY COMMISSION</b>		
<b>1—General Administration</b>		
Commissioners (Unclassified) @ \$2,500..... Make personal examination of all lands to be purchased, and have general administration of the duties of the commission as provided by the law.	3	\$7,500
<b>2—Secretary's Office</b>		
Secretary (Exempt)..... Acts as secretary to commission; has direct supervision over both office and engineering work.	1	6,000
Assistant Secretary (11th Grade)..... Handles preliminary negotiations with land owners; has charge of rentals, sales of buildings, publicity matters; supervision of records and accounts.	1	2,500
Stenographer and Bookkeeper (8th Grade)..... Charge of files and general correspondence of secretary's office.	1	1,800
Clerk (6th Grade)..... Keeps books; general clerical work.	1	1,200

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>BRONX PARKWAY COMMISSION</b>		
<b>2—Secretary's Office — Continued</b>		
Stenographer (5th Grade).....	1	\$900
Stenographer (4th Grade)..... Dictation and general stenographic work.	1	720
Page..... Charge of switchboard; filing and general office work.	1	360
<b>3—Legal Department</b>		
Counsel..... Has charge of all legal matters in connection with work of the commission.	1	Fees
Stenographer..... General stenographic work for counsel.	1	1,020
<b>4—Engineering Department</b>		
Assistant Engineer (11th Grade)..... Has charge of the Scarsdale office; supervision of the field engineering work.	1	2,250
Assistant Engineer..... Map work, estimates, contracts, investigations, reports, etc.	1	2,000
Engineering Draftsman (7th Grade)..... Computations and drafting.	1	1,500
Leveler (7th Grade)..... Supervision over field parties; has charge of the Scarsdale office in the absence of the assistant engineer.	1	1,440
Rodman..... General engineering work in field and office.	1	960
Axeman (5th Grade).....	1	900
Axeman @ \$840..... Field and office assistants, surveys, computations, drafting, and work incidental thereto.	3	2,520
Junior Clerk (5th Grade)..... Time reports, collections of rent and general office work.	1	780
<b>5—Forestry Department</b>		
Forester (7th Grade)..... In charge of forestry and cleaning up work.	1	1,440
Patrolman..... Patrols property of the commission, investigates sources of pollution, etc.	1	1,095
Laborers @ \$2.00–\$2.50 per day.....	15	10,125
Laborers @ \$1.75–\$2.00 per day.....	45	24,975
Temporary Employees.....	.....	.....



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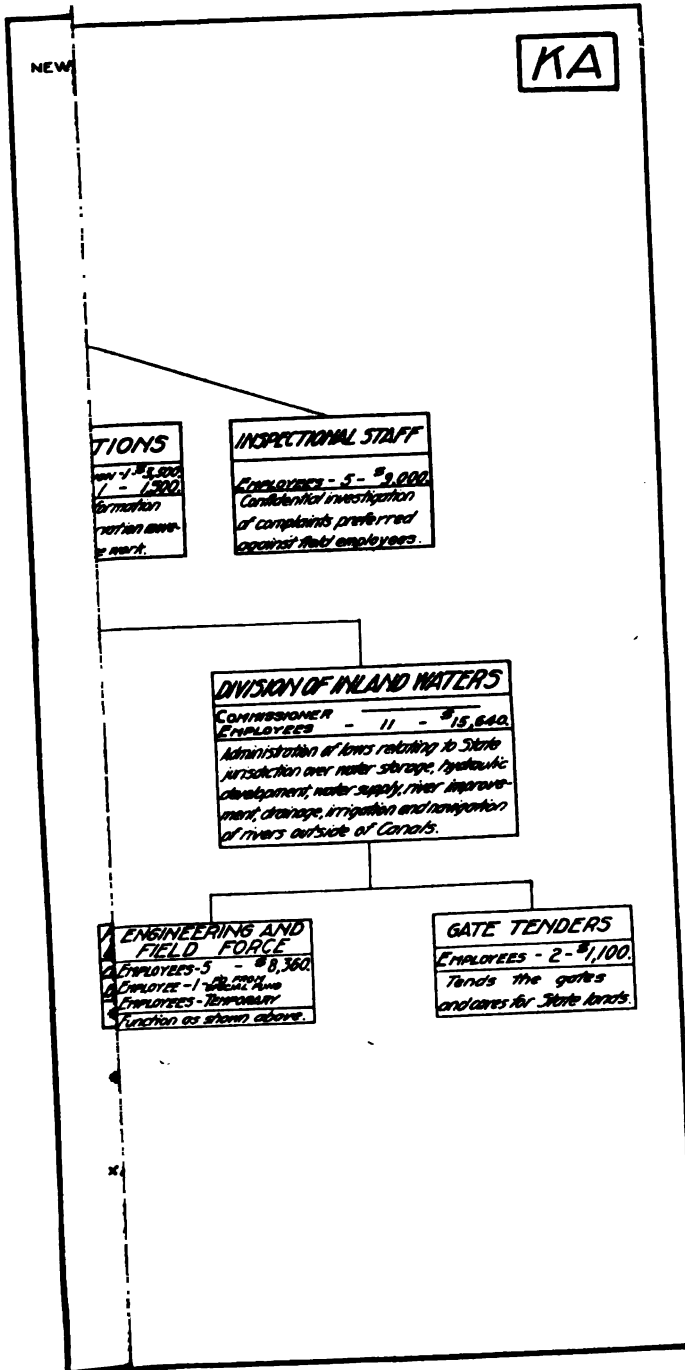
## CONSERVATION AND CUSTODIANSHIP FUNCTIONS

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Conservation Department  
Commissioners of the Land Office  
Letchworth Park  
John Boyd Thacher Park  
Lake George Battleground Park  
Grant Cottage  
The General Herkimer House, Town of Danube, N. Y.  
Philipse Manor Hall at Yonkers, N. Y.  
Clinton House, Poughkeepsie, N. Y.  
Crown Point Reservation  
Stony Point Battlefield State Reservation  
The Sir William Johnson Mansion, Johnstown, N. Y.  
Saratoga Monument  
Saratoga Springs State Reservation  
Newtown Battlefield Reservation Commission  
State Reservation at Niagara Falls  
Fire Island State Park  
Watkins Glen Reservation  
Washington Headquarters at Newburgh  
The Schuyler Mansion  
Palisades Interstate Park Commission







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35,440  
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 15,100  
 6,340  
 3,880

Date	Time	Description	Amount	Total
1901	Jan 1	Balance forward	100.00	100.00
	Jan 5	Cash on hand	50.00	150.00
	Jan 10	Cash on hand	25.00	175.00
	Jan 15	Cash on hand	15.00	190.00
	Jan 20	Cash on hand	10.00	200.00
	Jan 25	Cash on hand	5.00	205.00
	Jan 30	Cash on hand	5.00	210.00
	Feb 1	Cash on hand	5.00	215.00
	Feb 5	Cash on hand	5.00	220.00
	Feb 10	Cash on hand	5.00	225.00
	Feb 15	Cash on hand	5.00	230.00
	Feb 20	Cash on hand	5.00	235.00
	Feb 25	Cash on hand	5.00	240.00
	Feb 30	Cash on hand	5.00	245.00
	Mar 1	Cash on hand	5.00	250.00
	Mar 5	Cash on hand	5.00	255.00
	Mar 10	Cash on hand	5.00	260.00
	Mar 15	Cash on hand	5.00	265.00
	Mar 20	Cash on hand	5.00	270.00
	Mar 25	Cash on hand	5.00	275.00
	Mar 30	Cash on hand	5.00	280.00
	Mar 31	Cash on hand	5.00	285.00
	Apr 1	Cash on hand	5.00	290.00
	Apr 5	Cash on hand	5.00	295.00
	Apr 10	Cash on hand	5.00	300.00
	Apr 15	Cash on hand	5.00	305.00
	Apr 20	Cash on hand	5.00	310.00
	Apr 25	Cash on hand	5.00	315.00
	Apr 30	Cash on hand	5.00	320.00
	Apr 31	Cash on hand	5.00	325.00
	May 1	Cash on hand	5.00	330.00
	May 5	Cash on hand	5.00	335.00
	May 10	Cash on hand	5.00	340.00
	May 15	Cash on hand	5.00	345.00
	May 20	Cash on hand	5.00	350.00
	May 25	Cash on hand	5.00	355.00
	May 30	Cash on hand	5.00	360.00
	May 31	Cash on hand	5.00	365.00
	Jun 1	Cash on hand	5.00	370.00
	Jun 5	Cash on hand	5.00	375.00
	Jun 10	Cash on hand	5.00	380.00
	Jun 15	Cash on hand	5.00	385.00

**CONSERVATION DEPARTMENT**

A department headed by a commission consisting of three commissioners, each appointed by the Governor for six years, by and with the consent of the Senate. The commissioners are charged with the administration of all laws enacted to conserve the natural resources of the State. This includes laws relating to the preservation and protection of lands, forests, inland waters and fish and game. The commissioners have power to initiate and conduct of its own motion, any proceeding provided for in the Conservation Law, for the construction of improvements or development of natural resources, for the public health, or safety or welfare, or any of them.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—General Administration.....	33	\$95,440
2—Division of Lands and Forests.....	26	37,000
3—Division of Inland Water.....	18	25,100
4—Division of Fish and Game.....	158	176,340
Totals on annual pay-roll basis.....	235	\$333,880

DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>CONSERVATION DEPARTMENT</b>		
<b>1—General Administration</b>		
1—EXECUTIVE OFFICE.....	11	\$45,800
2—OFFICE OF THE SECRETARY.....	11	19,440
3—ENGINEERING SUPERVISION.....	2	7,900
4—LEGAL DEPARTMENT.....	2	8,300
5—PUBLICATION DEPARTMENT.....	2	5,000
6—INSPECTION STAFF.....	5	9,000
<b>2—Division of Lands and Forests</b>		
1—ADMINISTRATION.....	15	23,500
2—FIRE INSPECTION		
1—District No. 1.....	3	3,000
2—District No. 2.....	3	3,000
3—FIRE PROTECTION—FIVE DISTRICTS.....	5	7,500
<b>3—Division of Inland Waters</b>		
1—ADMINISTRATION.....	11	15,640
2—ENGINEERING FIELD FORCE.....	5	8,360
3—GATE TENDERS.....	2	1,100
<b>4—Division of Fish and Game</b>		
1—ADMINISTRATION.....		
2—BUREAU OF PROTECTION OF FISH AND GAME		
1—Administration.....	6	10,600
2—Field Force (Twelve Divisions).....	118	114,600
3—Special Importation Agents.....	5	7,500
3—BUREAU OF INLAND FISHERIES.....	2	3,220
4—BUREAU OF MARINE FISHERIES		
1—Administration.....	5	10,100
2—Field Force.....	8	11,080
5—GAME FARM.....	1	1,500
6—FISH PROPAGATION		
1—Administration.....	3	7,300
2—Fish Hatcheries		
1—NINE STATIONS.....	9	9,720
2—OGDENSBURG STATION.....	1	720

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>CONSERVATION DEPARTMENT</b>		
<b>1—General Administration</b>		
Administration and supervision of the general affairs of the commission.		
<b>1—EXECUTIVE OFFICE</b>		
Commissioners (Unclassified) @ 10,000 .....	3	\$30,000
The lawyer member of the commission has general oversight with counsel of legal questions. The engineer member directs the engineering staff, and each commissioner, in addition, is charged with the immediate supervision of one of the three divisions of the commission.		
Deputy Commissioner (Exempt) .....	1	3,500
General administrative duties in all three divisions of commission; also chairman of purchasing committees.		
Confidential Secretaries (Exempt) @ \$2,000 .....	3	6,000
Confidential Stenographer (Exempt) .....	1	1,800
Confidential Stenographers (Exempt) @ \$1,500 .....	2	3,000
Each Commissioner has assigned to him a secretary and a stenographer for duties of a confidential nature.		
Stenographer to the Commission (7th Grade) .....	1	1,500
Transcribes minutes and records and indexes same. Occasionally assists the Secretary's office.		
<b>2—OFFICE OF THE SECRETARY</b>		
Secretary (Exempt) .....	1	5,000
General administration duties; supervision of detail work; preparation of reports and documents; keeping of official records; conducting of public hearings; special investigations, and general correspondence work.		
Assistant Secretary and Cashier (Exempt) .....	1	3,000
Assists the Secretary, and receives the revenues of the department; prepares the revenue reports.		
Clerk (7th Grade) .....	1	1,300
In charge of detail filing work		
Junior Clerk (5th Grade) .....	1	900
Detail filing work.		
Messenger (5th Grade) .....	1	900
General messenger service; also assists the auditor in minor work.		
Laborer (Non-competitive) .....	1	720
Opens and distributes mail; assists telephone operator; and miscellaneous office work.		
Laborer (Non-competitive) .....	1	720
Janitor of the house occupied by the commission.		
Pay Clerk and Auditor (11th Grade) .....	1	2,800
Handles bills and game protection expense accounts, and records disbursements.		

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>CONSERVATION DEPARTMENT</b>		
<b>1—General Administration</b>		
<b>2—OFFICE OF THE SECRETARY — <i>Continued</i></b>		
Auditor (Exempt).....	1	\$2,000
Stenographer (7th Grade)..... Handles correspondence of the Auditor and Assistant Secretary.	1	1,200
Telephone Operator (5th Grade)..... Switchboard Operator	1	900
<b>3—ENGINEERING SUPERVISION</b>		
Chief Engineer (Exempt)..... General charge and supervision of engineering work of the commission. Advisor on all engineering questions.	1	7,000
Stenographer (5th Grade)..... Stenographer to Chief Engineer.	1	900
<b>4—LEGAL DEPARTMENT</b>		
Counsel (Exempt)..... Furnishes legal advice on powers and duties of members of the department, and has charge of cases to be transmitted to the Attorney-General for prosecution.	1	7,000
Stenographer (7th Grade)..... Handles the correspondence of the Counsel.	1	1,300
<b>5—PUBLICATION DEPARTMENT</b>		
Chief of Publication (Exempt)..... Disseminates information relative to conservation movement and work of the department; prepares news matter for publication in the public press, and in addition has charge of the lecture work, frequently delivering lectures himself.	1	3,500
Assistant Chief of Publication (Exempt)..... Acts as stenographer to the Chief of Publication, transcribes his correspondence and assists in the preparation of bulletins.	1	1,500
<b>6—INSPECTION STAFF</b>		
Confidential Agents (Exempt) @ \$1,800..... Confidential investigation of preferred complaints against game protectors, forest rangers, wardens, etc., when abuse has been made of trust.	5	9,000
<b>2—Division of Lands and Forests</b>		
Administration of all laws enacted to protect the lands and forests of the State, including tree culture, reforestation, care and management of State parks and reservations; also the protection of lands and forests from fire.		
During the fire season, temporary employees are added to the force as needed.		

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>CONSERVATION DEPARTMENT</b>		
<b>2—Division of Lands and Forests—Continued</b>		
Forest Rangers receive from \$50 to \$60 per month. From 5 to 20 are employed in each district, depending upon the number of fires.		
Fire Wardens are paid on a per diem basis, from the fire patrol fund.		
<b>1—ADMINISTRATION</b>		
Commissioner (See Executive Office).....	....	.....
Administration of the division; purchase of forest lands; trespassing on State lands and protection from forest fires, etc.		
Deputy Commissioner (See Executive Office).....	....	.....
Duties are of an administrative nature.		
Superintendent of State Forests (12th Grade).....	1	\$3,200
Has charge of the forestry bureau and administration over forest preserves, reforestation and fire protection.		
Assistant Superintendent of State Forests (9th Grade).....	1	2,000
Assists Superintendent of Forests, and has immediate charge of forest fire matters, enforcement of fire laws, and direction of the forest rangers.		
Chief Land Surveyor (10th Grade).....	1	2,400
Charge of surveys of State lands, boundaries, etc.		
Director of Forest Investigations (8th Grade).....	1	1,800
Charge of examining lands of State institutions, and makes reports and recommendations regarding the protection and improvement of forest and shade trees.		
Auditor of Fire Accounts (8th Grade).....	1	1,800
Audits fire bills and performs other accounting work in connection with forests.		
Forester (8th Grade).....	1	1,800
Forester (8th Grade).....	1	1,600
Forester (6th Grade).....	1	1,200
Examination of trees, timber products, etc., under the direction of the Superintendent of Forests.		
Special Agent (8th Grade).....	1	1,700
Routine examination of land titles, occupancies and statistical work.		
Stenographer (7th Grade).....	1	1,500
Stenographer (6th Grade).....	1	1,100
Assists in examination of titles, occupancies of State land and correspondence for the special agent.		
Stenographers (5th Grade) @ \$900.....	2	1,800
Stenographer (4th Grade).....	1	720
General correspondence and copying of deeds, titles, papers, field notes, etc.		
Typewriter Copyist (2nd Grade).....	1	480
Copying of deeds, titles, papers, field notes, etc.		



TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>CONSERVATION DEPARTMENT</b>		
<b>2—Division of Lands and Forests</b>		
<b>2—FIRE INSPECTION</b>		
<b>1—District No. 1</b>		
Chief Fire Inspector (6th Grade).....	1	\$1,200
Chief inspector of first district, charged with supervision of inspection over railroad, steam and logging, for the purpose of fire protection; requirements of safety devices on locomotives to guard against forest fires, etc.		
Fire Inspectors (5th Grade) @ \$900.....	2	1,800
Inspection of steam and logging railroads for purpose of fire protection; requirement of safety devices, etc.		
<b>2—District No. 2</b>		
Chief Fire Inspector (6th Grade).....	1	1,200
Chief inspector of second district, charged with supervision of inspection over railroad, steam and logging, for the purpose of fire protection; requirement of safety devices on locomotives to guard against forest fires, etc.		
Fire Inspectors (5th Grade) @ \$900.....	2	1,800
Inspection of steam and logging railroads for purpose of fire protection; requirement of safety devices, etc.		
<b>3—FIRE PROTECTION</b>		
Each district forest ranger is in charge of the fire fighting system of his district; preventing and extinguishing forest fires and reporting to chief game protector violations of fish and game laws, trespassing, etc. The forest rangers patrol stated territory in their districts. The fire wardens fight fires under the direction of the forest rangers.		
<b>1—District No. 1</b>		
District Forest Ranger (Exempt).....	1	1,500
Temporary Employees—Forest Rangers and Fire Wardens.....	....	....
<b>2—District No. 2</b>		
District Forest Ranger (Exempt).....	1	1,500
Temporary Employees—Forest Rangers and Fire Wardens.....	....	....
<b>3—District No. 3</b>		
District Forest Ranger (Exempt).....	1	1,500
Temporary Employees—Forest Rangers and Fire Wardens.....	....	....
<b>4—District No. 4</b>		
District Forest Ranger (Exempt).....	1	1,500
Temporary Employees—Forest Rangers and Fire Wardens.....	....	....

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>CONSERVATION DEPARTMENT</b>		
<b>2—Division of Lands and Forests</b>		
<b>3—FIRE PROTECTION</b>		
<b>5—District No. 5</b>		
District Forest Ranger (Exempt).....	1	\$1,500
Temporary Employees—Forest Rangers and Fire Wardens....	.....	.....
<b>3—Division of Inland Waters</b>		
Administration, subject to the approval of the commission, of all laws relating to State jurisdiction over water storage, and hydraulic development, water supply, river improvement, drainage, irrigation and navigation of rivers, outside of canals.		
<b>1—ADMINISTRATION</b>		
Commissioner.....	.....	.....
General administrative duties.		
Division Engineer (12th Grade).....	1	3,600
General engineering work with special reference to the proposed hydro-electric development and state-wide distribution of power — capitol district project; prepares annual report of Division of Inland Waters.		
Inspector of Docks and Dams (Exempt).....	1	3,500
Field inspection of docks and dams.		
Engineering Statistician (9th Grade).....	1	1,800
Statistics, research work, tabulations, reports, etc., on engineering subjects.		
Rodman (7th Grade).....	1	1,350
Computations; filing and indexing maps, etc., and miscellaneous clerical work in connection with purchasing.		
Tracer (6th Grade).....	1	1,050
Makes tracings for plates, etc.		
Stenographers (6th Grade) @ \$1,000....	2	2,000
General stenographic work.		
Chainman (5th Grade).....	1	780
Blueprinting and mounting; general clerical work.		
Stenographer (4th Grade).....	1	720
General stenographic work; also assists deputy commissioner in connection with purchases.		
Page (2nd Grade).....	1	480
General routine office work.		
Page (1st Grade).....	1	360
Messenger service		

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>CONSERVATION DEPARTMENT</b>		
<b>3—Division of Inland Waters—Continued</b>		
<b>2—ENGINEERING FIELD FORCE*</b>		
Assistant Civil Engineer (11th Grade)..... Engineering investigations and hearings incident to the approval of water supply and sewerage applications.	1	\$3,000
Assistant Engineer (9th Grade)..... Surveys and investigations, in re Oswegatchie and other river improvements; mapping; general engineering work.	1	1,900
Assistant Civil Engineer (9th Grade)..... Field survey work, particularly the Schoharie creek and Pape Mills drainage surveys.	1	1,900
Axemen (5th Grade) @ \$780..... General axeman service.	2	1,560
<b>3—GATE TENDERS</b>		
Gate Tenders @ \$550..... One at State dam at Old Forge, N. Y., and one at State dam at Beaver river, N. Y.	2	1,100
<b>4—Division of Fish and Game</b>		
Administration, subject to the approval of the Commission, of the laws relating to State jurisdiction over fish and game, and for the propagation thereof, including shell fish; issuance of hunters' licenses and the maintenance of a game protective force.		
<b>1—ADMINISTRATION</b>		
Commissioner..... General administrative duties.	.....	.....
<b>2—BUREAU OF PROTECTION OF FISH AND GAME</b>		
<b>1—Administration</b>		
Chief Game Protector (Exempt)..... Administrative duties; passes on expense accounts, claims for moieties, bills of justices and constables; has charge of the monthly meetings of the twelve division chief protectors; receives and examines monthly reports, and supervises the four important agents not in New York office.	1	3,100
Deputy Chief Game Protector (10th Grade)..... Assists chief game protector and assumes responsibility of penalty actions referred to the department.	1	2,400
License Clerk (7th Grade)..... Has charge of distribution of hunting and trapping licenses to the county clerks, and examines their reports; issues licenses for the possession of venison and shipment of game, and receives, examines and files applications for pheasants and eggs.	1	1,500

\* Laborers engaged in engineering field work are paid on a per diem basis from maintenance funds.

# ORGANIZATION AND FUNCTIONS

735

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>CONSERVATION DEPARTMENT</b>		
<b>4—Division of Fish and Game</b>		
<b>2—BUREAU OF PROTECTION OF FISH AND GAME</b>		
<b>1—Administration — Continued</b>		
Record and Penalty Clerk (7th Grade) . . . . . Immediate charge of records of fines and penalties; checks bills rendered by attorneys, constables and justices.	1	\$1,500
Stenographer (6th Grade) . . . . . General stenographic work for chief game protector.	1	1,200
Stenographer (5th Grade) . . . . . General stenographic work for deputy chief protector, record penalty clerk and license clerk.	1	900
<b>2—Field Force</b>		
<b>1—NORTHERN ADIRONDACK DIVISION</b>		
Division Chief Protector (8th Grade) . . . . .	1	1,600
Game Protectors (5th Grade) @ \$900 . . . . .	7	6,300
<b>2—ONTARIO DIVISION</b>		
Division Chief Protector (8th Grade) . . . . .	1	1,600
Game Protectors (5th Grade) @ \$900 . . . . .	9	8,100
<b>3—SOUTHERN DIVISION</b>		
Division Chief Protector (8th Grade) . . . . .	1	1,600
Game Protectors (5th Grade) @ \$900 . . . . .	12	10,800
<b>4—WESTERN DIVISION</b>		
Division Chief Protector (8th Grade) . . . . .	1	1,600
Game Protectors (5th Grade) @ \$900 . . . . .	9	8,100
<b>5—EASTERN DIVISION</b>		
Division Chief Protector (8th Grade) . . . . .	1	1,600
Game Protectors (5th Grade) @ \$900 . . . . .	5	4,500
<b>6—HUDSON DIVISION</b>		
Division Chief Protector (8th Grade) . . . . .	1	1,600
Game Protectors (5th Grade) @ \$900 . . . . .	7	6,300
<b>7—METROPOLITAN AND LONG ISLAND DIVISION</b>		
Division Chief Protector (8th Grade) . . . . .	1	1,600
Game Protectors (5th Grade) @ \$900 . . . . .	14	12,600



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total  
year

1,600  
1,700

1,600  
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# ORGANIZATION AND FUNCTIONS

737

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>CONSERVATION DEPARTMENT</b>		
<b>4—Division of Fish and Game</b>		
<b>2—BUREAU OF PROTECTION OF FISH AND GAME</b>		
<b>2—Field Force</b>		
<b>8—ST. LAWRENCE DIVISION</b>		
Division Chief Protector (8th Grade).....	1	\$1,600
Game Protectors (5th Grade) @ \$900.....	13	11,700
<b>9—EASTERN ADIRONDACK DIVISION</b>		
Division Chief Protector (8th Grade).....	1	1,600
Game Protectors (5th Grade) @ \$900.....	11	9,900
<b>10—ALLEGANY DIVISION</b>		
Division Chief Protector (8th Grade).....	1	1,600
Game Protectors (5th Grade) @ \$900.....	7	6,300
<b>11—CENTRAL NEW YORK DIVISION</b>		
Chief Division Protector (8th Grade).....	1	1,600
Game Protectors (5th Grade) @ \$900.....	7	6,300
<b>12—SOUTHERN ADIRONDACK DIVISION</b>		
Division Chief Protector (8th Grade).....	1	1,600
Game Protectors (5th Grade) @ \$900.....	5	4,500
Each of the above twelve division chief protectors supervises the work of the several game protectors in his division; also checks daily reports of the game protectors, and prepares monthly report for the chief protector.		
The game protectors enforce the laws relating to fish, birds and quadrupeds in the divisions where employed, have power to execute warrants and search warrants issued for violations; to serve subpoenas; to search for violations; to confiscate game illegally taken and to arrest and prosecute violators. They also report fires and co-operate with the forest rangers in their work.		
<b>3—Special Importation Agents</b>		
Special Importation Agents (7th Grade) @ \$1,500.....	5	7,500
Inspect and tag game protected by law, when imported from other states.		
<b>3—BUREAU OF INLAND FISHERIES</b>		
Superintendent of Inland Fisheries (11th Grade).....	1	2,500
Issues licenses to fishermen and enforces the rules of commission governing the granting of such licenses.		
Typewriter Copyist (4th Grade).....	1	720
Typewriting and general clerical work.		



TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>CONSERVATION DEPARTMENT</b>		
<b>4—Division of Fish and Game</b>		
<b>4—BUREAU OF MARINE FISHERIES</b>		
<b>1—Administration</b>		
Supervisor (Exempt) . . . . .	1	\$3,000
General administrative duties. In charge at the New York office of the work of the Bureau of Marine Fisheries; makes monthly report to Division of Fish and Game; statement of receipts and of all land under water disposed of for shell-fish cultivation, also annual report.		
Deputy Supervisor (Exempt) . . . . .	1	2,000
Assistant to supervisor in the administration of the Bureau of Marine Fisheries at New York; has power to act in absence of supervisor.		
Confidential Secretary (Exempt) . . . . .	1	1,800
Confidential secretary to supervisor.		
Cashier and Bookkeeper (Exempt) . . . . .	1	2,000
Cashier for office, and also keeps books.		
Stenographer (7th Grade) . . . . .	1	1,300
General stenographic work for Bureau.		
<b>2—Field Force</b>		
Chief Fisheries Protector (Exempt) . . . . .	1	1,800
Supervision over five protectors of marine fisheries.		
Surveyor . . . . .	1	2,000
Surveying of fishing grounds and such work as the supervisor may assign.		
Axeman (5th Grade) . . . . .	1	780
Assists surveyor.		
Marine Fisheries Protector (Exempt) @ \$1,300 . . . . .	5	6,500
Inspection of shell-fish grounds and general enforcement of fish laws in the marine district.		
<b>5—GAME FARM</b>		
Superintendent of Game Farm (7th Grade) . . . . .	1	1,500
Has charge of the State game farm.		
Temporary Employees . . . . .	.....	.....
<b>6—FISH PROPAGATION</b>		
<b>1—Administration</b>		
State Fish Culturist (12th Grade) . . . . .	1	4,000
General administrative duties; has charge of work of hatchery foreman; examines the various State waters, to ascertain conditions of aquatic life, and how they may be stocked most effectively with food and game fish.		

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**AEDONIA HATCHERY**

MAN \$1,080  
TORY EMPLOYEES

**LAWARE HATCHERY**

MAN \$1,080  
TORY EMPLOYEES

**ISTANTIA HATCHERY**

MAN \$1,080  
TORY EMPLOYEES

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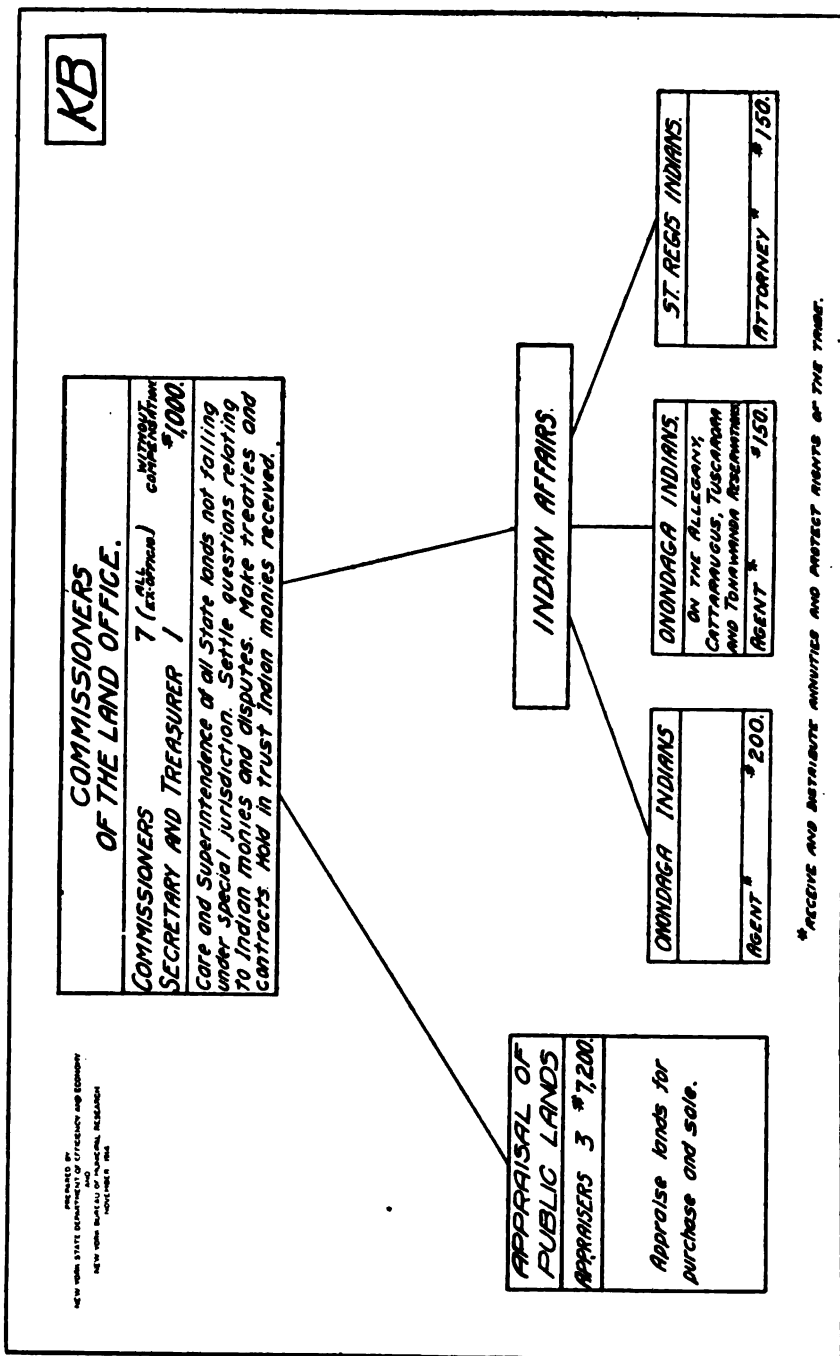
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# ORGANIZATION AND FUNCTIONS

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TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>CONSERVATION DEPARTMENT</b>		
<b>4—Division of Fish and Game</b>		
<b>6—FISH PROPAGATION</b>		
<b>1—Administration— <i>Continued</i></b>		
Clerk (8th Grade).....	1	\$1,800
Assists fish culturist with correspondence of Bureau; examines vouchers and accounts; has general care of papers, documents and specimens.		
Stereopticon Operator (7th Grade).....	1	1,500
Has charge of stereopticon work in connection with lectures; makes prints and negatives; sends out blank applications; keeps card index of waters stocked and varieties of fish placed therein.		
<b>2—Fish Hatcheries</b>		
<b>1—NINE STATIONS</b>		
<b>ADIRONDACK HATCHERY</b>		
BATH	"	
CALEDONIA	"	
CHAUTAUQUA	"	
COLD SPRING	"	
DELAWARE	"	
FULTON CHAIN	"	
LINLITHGO	"	
CONSTANTIA	"	
Foreman (6th Grade) @ \$1,080.....	9	9,720
Each of the nine hatcheries is in charge of a foreman who has supervision over any laborers that may be temporarily employed.		
Temporary Employees*.....	.....	.....
General labor		
<b>2—OGDENSBURG STATION</b>		
Laborer.....	1	720
Acts as foreman; in charge of and supervises work of hatchery.		
Temporary Employees*.....	.....	.....

\* Temporary employees at the State hatcheries receive their wages from the State hatcheries maintenance fund.



**COMMISSIONERS OF THE LAND OFFICE**

The Public Lands of the State and the general management of Indian Affairs are under the control and direction of the Commissioners of the Land Office—an ex-officio board composed of the Secretary of State, Lieutenant-Governor, Speaker of Assembly, Comptroller, Treasurer, Attorney-General, State Engineer and Surveyor.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—General Administration..... { Commissioners	7	.....
{ Secretary	1	\$1,000
2—Appraisal of Public Lands.....	3	7,200
3—Indian Affairs.....	3	500
Total on annual pay-roll basis.....	7	\$8,700

DETAILS OF ORGANIZATION		Number of employees	Amount pay-roll basis
1—GENERAL ADMINISTRATION	COMMISSIONERS	7	.....
	SECRETARY	1	\$1,000
2—APPRAISAL OF PUBLIC LANDS.....		3	7,200
3—INDIAN AFFAIRS.....			
1—Onondaga Indians.....		1	150
2—Ononadga Indians on the Alleghany and Catta- raugus, Tuscarora and Tonawanda Reservations.....		1	150
3—St. Regis Indians.....		1	150

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>COMMISSIONERS OF THE LAND OFFICE</b>		
<b>1—General Administration</b>		
<b>Commissioners</b> ..... The commission has the care and superintendence of all State lands, the control of which is not vested in some other officer or board; may lease for terms not exceeding one year, and until disposed of by law; administers all such State lands as have improvements upon them, and which are not appropriated to any immediate use; may sell certain lands at public auction, for sums not less than specified by commission.	7	.....
This commission, with the approval of the Governor, is empowered to hear and determine questions relating to Indian moneys; questions and disputes which may arise in the tribes and nations; makes treaties, contracts and arrangements; and receive and hold in trust sums of money.		
<b>Secretary and Treasurer (Exempt)</b> ..... Keeps all records and transacts all necessary business for and in the name of the commission; also holds position as land clerk in the office of Secretary of State.	1	\$1,000
<b>2—Appraisal of Public Lands</b>		
Positions somewhat temporary, dependent upon the will of commission.		
<b>Appraisers (Exempt) @ \$2,400</b> ..... Place valuation on lands to be purchased and sold, and swear to such valuations.	3	7,200
<b>3—Indian Affairs</b>		
The Seneca and Tonawanda Nations each are also provided with an attorney appointed by the Governor at \$150 per annum, but not under the jurisdiction of the Commissioners of the Land Office.		
<b>1—ONONDAGA INDIANS</b>		
<b>Agent (Appointed by Governor)</b> ..... Receives and distributes annuities and protects rights of tribe.	1	200
<b>2—ONONDAGA INDIANS ON THE ALLEGHENY AND CATTARAUGUS, TUSCARORA AND TONAWANDA RESERVATIONS</b>		
<b>Agent (Appointed by Governor)</b> ..... Receives and distributes annuities and protects rights of tribe.	1	150
<b>3—ST. REGIS INDIANS</b>		
<b>Attorney (Appointed by Governor)</b> ..... Receives and distributes annuities and protects rights of tribe.	1	150

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h and Preservation servation. in the

GENERAL HERKIMER HOME
JOINT COMMITTEE OF THE GERMAN AMERICAN ALLIANCE AND THE D.A.R., STATE OF N.Y. EMPLOYEE - 1 - \$ 600.
Preservation of the Herkimer Farm.

SARATOGA MONUMENT
COMPTROLLER-1 WITHOUT EMPLOYEE - 1 - \$ 600.
Care and preservation of the monument and park.

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# ORGANIZATION AND FUNCTIONS

743

## LETCHWORTH PARK

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>1—General Administration</b>		
<b>The American Scenic and Historic Preservation Society</b>		
A society chartered for the purpose of preserving and maintaining places of scenic and historic interest. This park was left to the State by Wm. Pryor Letchworth, with this society as custodian, and residuary legatee of his estate, the funds to be devoted to the care and maintenance of Letchworth Park.		
<b>2—Operation</b>		
<b>1—SUPERVISION</b>		
Superintendent.....	1	\$1,500
Foreman.....	1	720
Keeper of Library and Museum.....	1	600
<b>2—CARETAKING</b>		
Laborers.....	6	3,600
Total on annual pay-roll basis.....	9	\$6,420

## JOHN BOYD THACHER PARK

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
Acquired by the State in 1914; comprises about 350 acres located twenty miles west of Albany. The bill accepting the gift placed the park in the custody of the American Scenic and Historic Society. An appropriation is requested for 1915.		
Superintendent.....	1	\$1,000
Custodian of the property; responsible for care and maintenance.		
Laborers @ \$600.....	2	1,200
Care and maintenance of buildings and grounds, roads, etc.		
Total on annual pay-roll basis.....	3	\$2,200

**LAKE GEORGE BATTLE GROUND PARK**

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>1—General Administration</b>		
<b>New York State Historical Association</b> Appointed by the Comptroller, and empowered to lay out, improve and care for the land where the battle of Lake George was fought, in Warren county, and keep as a public park, carefully preserving the fortifications and other historic features.		
<b>2—Operation</b>		
Custodian.....	1	\$250
Total on annual pay-roll basis.....	1	\$250

**GRANT COTTAGE**

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>1—General Administration</b>		
<b>Mount McGregor Memorial Association</b> Formed for the purpose of receiving title to, and caring for the cottage in which General U. S. Grant died; made by the Legislature; custodian and charged with the care and maintenance of the property.		
<b>2—Operation</b>		
Custodian.....	1	\$1,000
Total on annual pay-roll basis.....	1	\$1,000

**THE GENERAL HERKIMER HOUSE**

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>1—General Administration</b>		
Joint Committee composed of the German American Alliance and a Committee of the Daughters of the American Revolution of New York State.  Appointed by the Legislature and empowered with jurisdiction and control over the farm lands and buildings owned and occupied as a home by General Nicholas Herkimer in his life time, now known as the Herkimer farm, in the town of Danube, county of Herkimer, for the purpose of preserving same as a historic landmark.		
<b>2—Operation</b>		
Caretaker.....	1	\$600
Total on annual pay-roll basis.....	1	\$600

# ORGANIZATION AND FUNCTIONS

745

## PHILIPSE MANOR HALL AT YONKERS, N. Y.

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>1—General Administration</b>		
The American Scenic and Historic Preservation Society A society chartered for the purpose of preserving and maintaining places of scenic and historic interest. Philipse Manor Hall was bought from the City of Yonkers by Mrs. William F. Cochran and presented by her to the State, to be held in the custody of this society.		
<b>2—Operation</b>		
<b>1—SUPERVISION</b>		
Superintendent.....	1	\$1,200
<b>2—CARETAKING</b>		
Watchman.....	1	750
Janitor.....	1	600
Total on annual pay-roll basis.....	3	\$2,550

## CLINTON HOUSE, POUGHKEEPSIE, N. Y.

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
Under the control of Mahwenawasigh Chapter of the Daughters of The American Revolution, appointed by Legislature in 1900 Custodians of and supervise the care and maintenance of this property.*		

\* Appropriation of \$200 made in 1914 for maintenance.

## CROWN POINT RESERVATION

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>1—General Administration</b>		
The New York State Historical Association Custodian appointed by the Comptroller to control and manage the reservation.		
<b>2—Operation</b>		
Caretaker..... MAY 1 TO DECEMBER 31	1	\$720
Caretaker..... JANUARY 1 TO APRIL 30	1	25
Total on annual pay-roll basis.....	2	\$745

## STONY POINT BATTLEFIELD—STATE RESERVATION

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>1—General Administration</b>		
<b>The American Scenic &amp; Historic Preservation Society</b> A society chartered for the purpose of preserving and maintaining places of scenic and historic interest. The reservation was placed under this society by Legislature, Chapter 764, Laws 1897.		
<b>2—Operation</b>		
Custodian.....	1	\$600
Total on annual pay-roll basis.....	1	\$600

## THE SIR WILLIAM JOHNSON MANSION

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>1—General Administration</b>		
<b>The Johnstown Historical Society</b> Custodian appointed by the Legislature, and vested with the control and jurisdiction of the property, for the purpose of its preservation as an historic landmark for educational and patriotic purposes.		
<b>2—Operation</b>		
Superintendent.....	1	\$720
Temporary Employees*.....	.....	.....
Total on annual pay-roll basis.....	1	\$720

\*\$300 was appropriated in 1914 for an Assistant Superintendent and extra labor.

## THE SARATOGA MONUMENT

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>1—General Administration</b>		
<b>The Comptroller</b> The Comptroller is vested with possession and control of the Saratoga Monument and plot, and is required to make rules and regulations for the preservation and care thereof; for all erections, for the reception of visitors and for the exhibition of all relics, curiosities or objects of interest connected therewith.		
<b>2—Operation</b>		
Keeper.....	1	\$600
Total on annual pay-roll basis.....	1	\$600

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# ORGANIZATION AND FUNCTIONS

747

## SARATOGA SPRINGS STATE RESERVATION

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
Commissioners.....	3	.....
Appointed by Governor, with consent of Senate, for term of five years, without compensation. Supervise the State reservation created from lands selected and located in the town of Saratoga Springs, for the restoration and preservation of mineral springs, wells, and mineral water and natural carbonic acid gas in, on or under the lands acquired; also prescribe the disposition of excess mineral water not used on these premises.		
Secretary (Exempt).....	1	\$2,400
Engineer (11th Grade).....	1	3,000
Total on annual pay-roll basis.....	2	\$5,400

## NEWTOWN BATTLEFIELD RESERVATION

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>1—General Administration</b>		
Commissioners.....	5	.....
Appointed by Governor, by and with advice and consent of Senate, for term of five years, without compensation. The Commission has the management and supervision of the Newtown Battlefield Reservation. It has charge of all improvements and repairs; makes and enforces all rules and regulations; acquires for the State any lands that may be necessary; regulates prices charged by drivers of conveyances and guides within the reservation, and employs such persons as may be needed to care for reservation.		
Temporary Employees*.....	....	.....

\* Paid out of general appropriation of \$10,000 made upon creation of Commission April 31, 1913.

## STATE RESERVATION AT NIAGARA FALLS

ORGANIZATION	Number of employees	Amount pay-roll basis
1—General Administration.....	5	.....
2—Operation and Maintenance.....	27	\$3,900 23,595
Total on annual pay-roll basis*.....	29	\$27,495

\* In addition to the totals here shown a varying number of employees are paid out of an appropriation of \$3,544 for the fiscal year 1913-14.



DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
1—General Administration.....	{ 5	.....
2—Operation and Maintenance	2	\$3,900
1—POLICING		
1—Supervision.....	1	1,200
2—Patrolling.....	9	9,000
2—OTHER OPERATION AND MAINTENANCE.....	17	13,395

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
1—General Administration		
Commissioners.....	5	.....
Appointed by the Governor, by and with advice and consent of the Senate, for term of five years, without compensation.		
The Commission has supervision of lands reserved or purchased by the State, for the purpose of preserving the scenery of the falls of Niagara and restoring such scenery to its natural condition.		
Secretary and Treasurer (Exempt).....	1	\$1,500
Supervises secretarial and financial matters.		
Superintendent (10th Grade).....	1	2,400
2—Operation and Maintenance		
1—POLICING		
1—Supervision		
Police Superintendent (Exempt).....	1	1,200
2—Patrolling		
Police Constables (6th Grade) @ \$1,000.....	9	9,000
2—OTHER OPERATION AND MAINTENANCE		
Regular Employees		
Foreman (6th Grade).....	1	1,080
Engineer (6th Grade).....	1	1,080
Assistant Engineer (5th Grade).....	1	900
Assistant Engineer (5th Grade) Vacancy.....	1	744
Watchmen (5th Grade) @ \$900.....	4	3,600
Janitors (4th Grade) @ \$720.....	3	2,160
Scrubwoman (2nd Grade).....	1	375
Seasonal Employees		
Ticketmen (4th Grade) @ \$720.....	2	1,440
Elevator Operator (4th Grade).....	1	720
Caretakers (4th Grade) @ \$648.....	2	1,296
Temporary Employees*		
Teamster.....	.....	.....
Laborers.....	.....	.....
.....	.....	.....
.....	.....	.....

\*Temporary employees vary in number and are paid out of appropriation of \$8,544.

# ORGANIZATION AND FUNCTIONS

749

## FIRE ISLAND STATE PARK

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>1—General Administration</b>		
Commissioners (Unclassified) .....	5	.....
Appointed by Governor, by and with consent and approval of Senate, for term of five years. The commission controls and manages the reservation known as Fire Island State Park. Makes and enforces ordinances, fixes prices for privileges, appoints employees, etc.		
Secretary and Treasurer (Exempt) .....	1	\$500
<b>2—Operation</b>		
<b>1—SUPERVISION</b>		
Superintendent (6th Grade) .....	1	1,200
<b>2—CARETAKING</b>		
Bathing Master (Season position) .....	1	225
(June 15th to Sept. 15th at \$75.00 per month.)		
Carpenters† (\$90 per month) .....		.....
Foreman laborer* (\$90 per month) .....		.....
Laborer* (\$45 per month) .....		.....
Total on annual pay-roll basis .....	3	\$1,925

\* Appropriation of \$720 has been made for laborer.

† Appropriation of \$1,000 has been made for carpenters.

## WATKINS GLEN RESERVATION

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>1—General Administration</b>		
Commissioners .....	5	.....
Appointed by the Governor, for term of five years, with advice and consent of Senate; serving without compensation. The commission is empowered to control and manage the reservation, to make ordinances for control and regulation, to hire help and conduct the business of administering reservation affairs.		
Secretary and Treasurer (Exempt) .....	1	\$1,200
Secretarial duties, and to receive from the State Treasurer and disburse moneys to defray the expenditures of the commission after approval by the Comptroller.		
<b>2—Operation and Maintenance</b>		
<b>1—SUPERVISION</b>		
Superintendent (6th Grade) .....	1	1,200
<b>2—CARETAKING</b>		
Caretakers (3rd Grade) @ \$600 .....	3	1,800
Woman Attendant (1st Grade) .....	1	300
Total on annual pay-roll basis .....	6	\$4,500

## WASHINGTON'S HEADQUARTERS AT NEWBURGH

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>1—General Administration</b>		
Board of Trustees.....	10	.....
Appointed by Governor, by and with advice and consent of Senate, for term of five years, without compensation. The trustees have the care and management of the headquarters, with the grounds belonging thereto; direct the expenditure of all moneys appropriated, subscribed or donated for their care or improvement, and provide for the preservation and protection of all property therein belonging to the State.		
<b>2—Operation</b>		
Superintendent (3rd Grade).....	1	\$500
Curator (5th Grade).....	1	900
Total on annual pay-roll basis.....	2	\$1,400

## THE SCHUYLER MANSION

TITLES, FUNCTIONS AND ACTIVITIES	No. employees	Amount per year
<b>1—General Administration</b>		
Board of Trustees.....	10	.....
Appointed by the Governor for term of five years, without compensation. The trustees have supervision of the premises and of all property of the State therein and thereon; collects and acquires for the State such furniture, relics, mementoes and records as it deems appropriate.		
<b>2—Caretaking</b>		
Keeper.....	1	\$600
Total on annual pay-roll basis.....	1	\$600

**PALISADES INTERSTATE PARK COMMISSION**

Commissioners are appointed by the Governor, with consent of the Senate, for terms of five years, to select and locate such lands, within specified limits, as may in their opinion, be proper and necessary to be reserved for the purpose of establishing a State park, thereby preserving the scenic beauty of the Palisades; and to acquire, maintain and make available for use as a public park, lands so located.

ORGANIZATION	Number of employees	Amount pay-roll basis
1—General Administration.....	10	.....
2—Clerical Service.....	3	\$8,300
3—Engineering Service.....	.....	.....
4—Forestry Service.....	.....	.....
5—Patrol and Care Taking Service.....	19	10,460
Total on annual pay-roll basis.....	*22	\$18,760

\* In addition there are 27 employees paid \$28,240 from the general funds of the commission which include state appropriations and gifts from private individuals.

DETAILS OF ORGANIZATION	Number of employees	Amount pay-roll basis
<b>PALISADES INTERSTATE PARK COMMISSION</b>		
1—General Administration.....	10	.....
2—Clerical Service.....	7	\$11,500
3—Engineering Service.....	3	10,500
4—Forestry Service.....	2	3,080
5—Patrol and Care Taking Service		
1—BEAR MOUNTAIN.....	16	9,020
2—HOOK MOUNTAIN.....	1	720
3—BLAUVELT.....	3	1,440
4—PALISADES.....	17	10,740

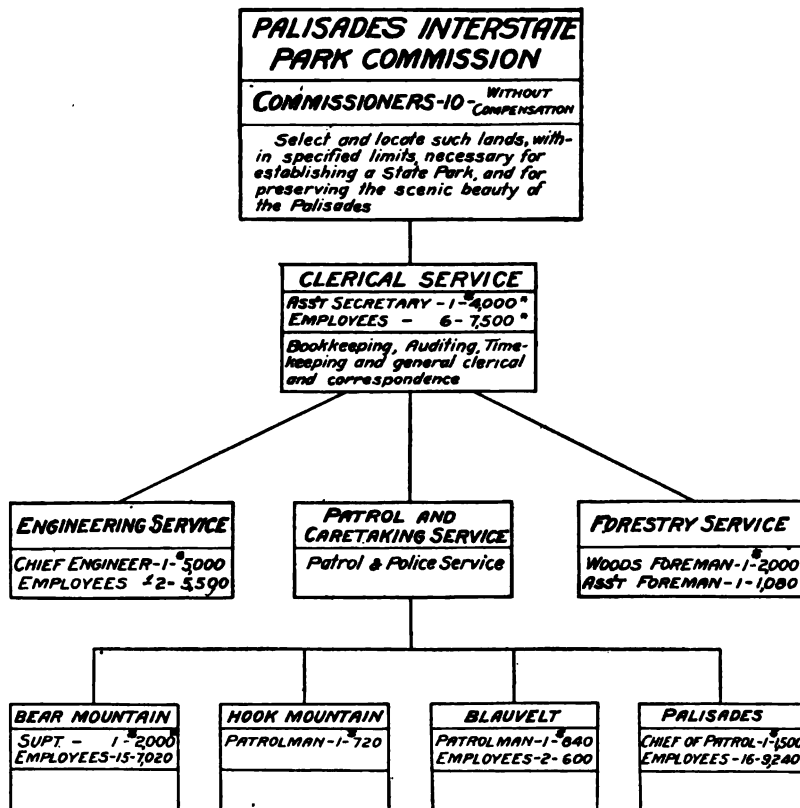
TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>PALISADES INTERSTATE PARK COMMISSION</b>		
<b>1—General Administration</b>		
Commissioners.....	10	.....
Supervision of employees and control of property acquired for park purposes.		
<b>2—Clerical Service</b>		
Assistant Secretary.....	1	*\$4,000
Chief Clerk.....	1	*2,500
Bookkeeper.....	1	*1,800
Clerk and Chief Timekeeper.....	1	1,200
Clerk.....	1	1,040
Junior Clerk.....	1	480
Stenographer.....	1	480
<b>3—Engineering Service</b>		
Chief Engineer.....	1	5,000
Principal Assistant Engineer.....	1	3,000
Office Engineer.....	1	2,500
<b>4—Forestry Service</b>		
Woods Foreman.....	1	2,000
Assistant Woods Foreman.....	1	1,080
<b>5—Patrol and Care Taking Service</b>		
<b>1—BEAR MOUNTAIN</b>		
Superintendent.....	1	*2,000
Chief of Patrol.....	1	*720
Patrolman and Watchman @ \$720.....	5	*3,600
Patrolman (work 5 months per year) @ \$60 per month.....	9	*2,700
<b>2—HOOK MOUNTAIN</b>		
Patrolman and Watchman.....	1	720
<b>3—BLAUVELT</b>		
Patrolman.....	1	*840
Patrolman and Watchman (work 5 months per year) @ \$60 per month.....	2	*600
<b>4—PALISADES</b>		
Chief of Patrol.....	1	1,500
Assistant of Patrol.....	1	900
Patrolman @ \$780.....	4	3,120
Patrolman @ \$720.....	2	1,440
Patrolman (work 7 months per year) @ \$60 per month.....	9	3,780

\*Specifically provided for in the 1914 appropriation.

# ORGANIZATION AND FUNCTIONS

PREPARED BY  
NEW YORK STATE DEPARTMENT OF EFFICIENCY AND ECONOMY  
AND  
NEW YORK BUREAU OF MUNICIPAL RESEARCH  
NOVEMBER 1914

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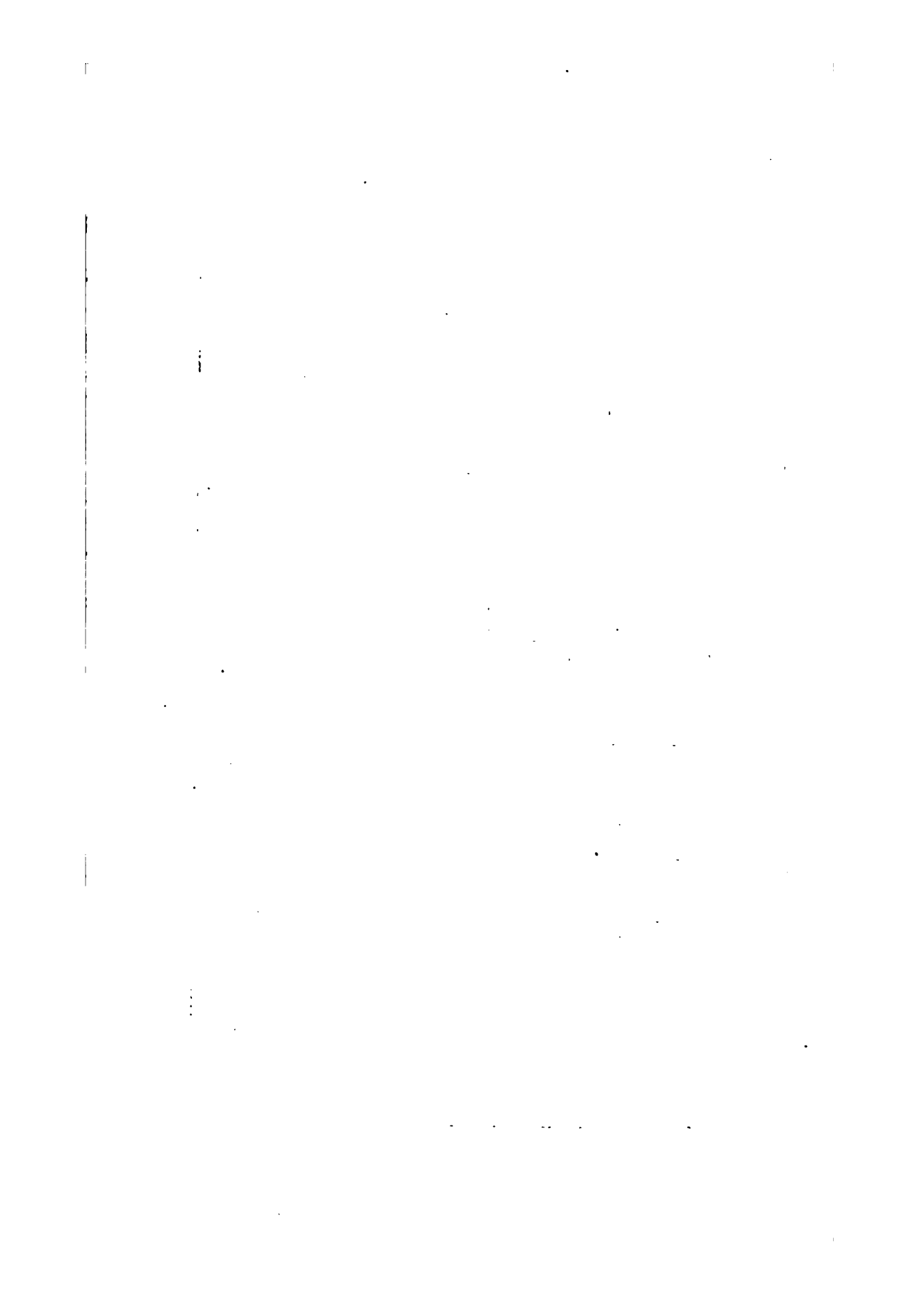


**NOTE:-**

Of the salaries shown above, the 1914 appropriation provides specifically for the following:-

Assistant Secretary \$3000  
Chief Clerk 2,500  
Bookkeeper 1,800

Patrolman & Caretakers  
at Bear Mountain & Blauvelt  
The balance is paid from the general funds of the Commission, which includes State appropriations and gifts from private individuals



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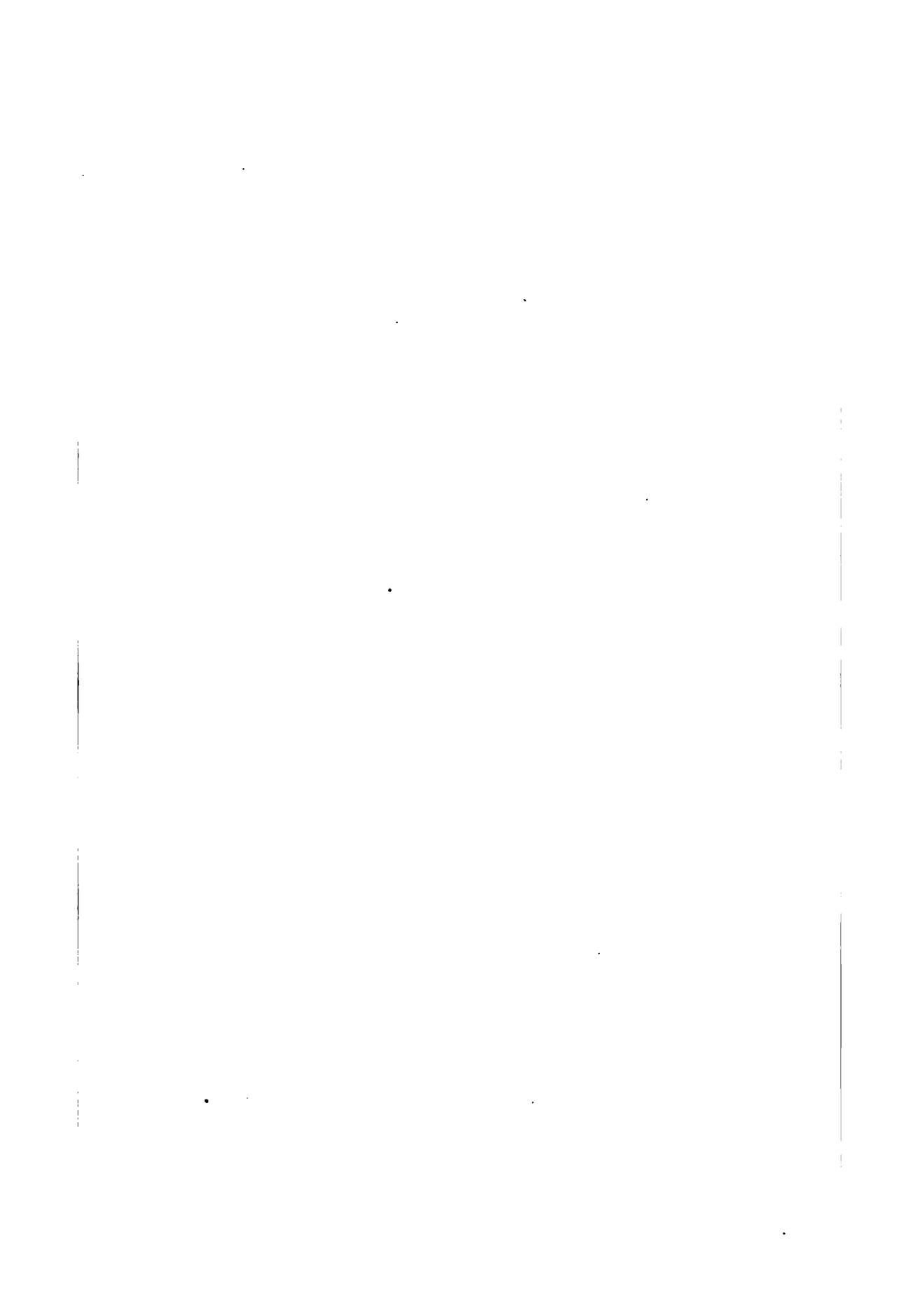




## **CELEBRATIVE AND COMMEMORATIVE**

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Panama-Pacific Exposition Commission  
New York Monument Commission for the Battlefields of Gettysburg, Chattanooga and Antietam  
Twenty-fifth New York Volunteer Cavalry Monument Committee  
Curtis Monument Commission  
Ketchum Memorial Commission  
Irish Brigades Monument Commission  
Perry's Victory Centennial Commission  
Battleship "New York" Silver Service Commission  
Treaty of Ghent Commission



**PANAMA-PACIFIC EXPOSITION COMMISSION**

Six members are appointed by the Governor; five are selected by the Lieutenant-Governor from the membership of the State Senate, and five are selected by the speaker of the Assembly from the membership of the State Assembly, to represent the State of New York at the Panama Pacific International Exposition to be held in San Francisco in 1915, celebrating the completion and commercial use of the Panama canal.

ORGANIZATION	Number of employees	Amount pay-roll basis
	16	.....
1—Executive.....	2	\$8,500
2—Clerical.....	5	7,800
3—Construction.....	1	2,860
Total on annual pay-roll basis.....	8	\$19,160

NOTE: The employees of the Commission are not under the State Civil Service Commission.

PREPARED BY  
NEW YORK STATE DEPARTMENT OF EFFICIENCY AND ECONOMY  
AND  
NEW YORK BUREAU OF MUNICIPAL RESEARCH  
NOVEMBER 1914

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### PANAMA PACIFIC EXPOSITION COMMISSION

#### COMMISSIONERS 18 (WITHOUT COMPENSATION)

To encourage and promote an exhibit of the commercial, industrial, educational, artistic, military, naval and other interests of the State and its citizens at the exposition celebrating the completion of the Panama Canal.

To provide, furnish and maintain a building for a State exhibit and official headquarters.

#### ADMINISTRATION

SECRETARY. \$ 4500.  
ASSISTANT SECRETARY \$ 4000.

Direct supervision in accordance with plans of Commissioners over performance of objects of the Commission, in letting contracts for constructing, equipping and maintaining State Building; gathering exhibits; correspondence; payment of bills and expenses.

#### CLERICAL

EMPLOYEES 5 \$ 7800.

Taking dictation, writing correspondence, recording costs of construction, and expenses of Commission, filing papers and vouchers.

#### CONSTRUCTION

SUPERINTENDENT OF CONSTRUCTION \$ 2960.

Superintends at the fair ground the performance by the contractors of the terms of the contracts for the construction and furnishing of the State Building.

# ORGANIZATION AND FUNCTIONS

759

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
<b>PANAMA-PACIFIC EXPOSITION COMMISSION</b>		
<b>1—Executive</b>		
Commissioners (Without compensation).....	16	.....
Commission shall encourage and promote a full and complete exhibit of the commercial, educational, industrial, artistic, military, naval and other interests of the State, and its citizens at the Exposition celebrating the completion of the Panama Canal; shall provide, furnish and maintain a building or buildings for a State exhibit and for the official headquarters of the State. The members shall serve without compensation for their services but shall be entitled to actual necessary expenses while in discharge of duties imposed on them.		
Secretary.....	1	\$4,500
Appointed by the commission; is the active executive of the commission; places contracts for the construction and equipment of the State building; makes necessary arrangements for the placing of exhibits; handles correspondence.		
Assistant Secretary.....	1	4,000
Assists in the secretarial duties.		
<b>2—Clerical</b>		
Stenographers @ \$1,600.....	2	3,200
Take dictation and write correspondence of the commission.		
Bookkeeper.....	1	1,600
Keeps the financial records of the commission in regard to expenses, cost of construction, payment on account of contracts.		
Clerk.....	1	1,500
Assists in the general office work, filing mailing and financial records.		
Messenger.....	1	1,500
General office assistant and delivering messages.		
<b>3—Construction</b>		
Superintendent @ \$55 per week.....	1	2,860
Is engaged at the exposition grounds supervising the construction of the building and the installation of equipment.		

### NEW YORK MONUMENTS COMMISSION FOR THE BATTLEFIELDS OF GETTYSBURG, CHATTANOOGA AND ANTIETAM

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
Commissioners.....	4	.....
Three Commissioners appointed by the Governor, without compensation, act with the Adjutant-General of the State, ex-officio member. The duties of the Commission are to determine the positions and monuments of the New York organizations engaged in these battles, and to erect such memorials, monuments and markers, upon battlefields, as may be required from time to time.		
Engineer and Secretary (11th Grade).....	1	\$3,000
Stenographer and Clerk (6th Grade).....	1	1,200
Stenographer (6th Grade).....	1	960
Clerks @ \$1,050 (6th Grade).....	2	2,100
Clerk (6th Grade).....	1	1,020
Total on annual pay-roll basis.....	6	\$8,280

### TWENTY-FIFTH NEW YORK VOLUNTEER CAVALRY MONUMENT COMMITTEE

TITLES, FUNCTIONS AND ACTIVITIES	No. em- ployees	Amount per year
Committee.....	5	.....
Composed of the Governor, who is chairman, and four members appointed by him from the Twenty-fifth New York Volunteer Cavalry, one of whom must reside in the District of Columbia. The duty of the committee is to provide for the erection of a suitable monument to commemorate the services of the Twenty-fifth New York Volunteer Cavalry.		

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# MEMORATIVE ITY.

## KETCHUM MEMORIAL COMMISSION

COMMISSIONERS-5-<sup>WITHOUT</sup>COMPENSATION

*Select site in the city of  
Buffalo, and purchase and  
erect thereon, a monument to  
commemorate the service  
of Jesse Ketchum.*

## TREATY OF GHENT COMMISSION

COMMISSIONERS-15-<sup>WITHOUT</sup>COMPENSATION.

*Form and execute a plan for  
the celebration of the one  
hundredth anniversary of the  
Treaty of Ghent*

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**CURTIS MONUMENT COMMISSION**

A board consisting of three commissioners appointed by the Legislature, with the approval of the Governor, to select a site in the city of Ogdensburg, N. Y., and empowered to construct a foundation and pedestal thereon; and to purchase a bronze statue, to commemorate the services of Brevet-Major-General Newton Martin Curtis. The commissioners serve without compensation.

**KETCHUM MEMORIAL COMMISSION**

Is charged with the selection of a site in the city of Buffalo, and is empowered to purchase and construct thereon a monument to commemorate the services of Jesse Ketchum in deeding to the State the present site of the Buffalo State Normal School. The board consists of five commissioners appointed by the Governor, the members serving without compensation.

**IRISH BRIGADES MONUMENT COMMISSION**

A board of seventeen commissioners appointed by the Legislature, with the approval of the Governor; charged with the erection of a monument in the city of New York, to commemorate the services rendered by the soldiers of Meagher's Irish Brigade and Corcoran's Irish Legion in the war of the Union; and empowered to receive gifts and donations and collect subscriptions towards necessary expenses. The commissioners serve without compensation.

### **PERRY'S VICTORY CENTENNIAL COMMISSION**

Is directed to co-operate with the Interstate Board of the Perry's Victory Centennial Commission in celebrating the one hundredth anniversary of the Battle of Lake Erie, and to aid in the construction of a memorial at Put-in-Bay in Lake Erie, State of Ohio, to the American commander, Commodore Oliver Hazard Perry, and members of his fleet. The commission has charge of the moneys appropriated by the State for the above purpose.

There are eleven commissioners: two Senators appointed by the president of the Senate, three Assemblymen appointed by the speaker of the Assembly and five commissioners appointed by the Governor; the Lieutenant-Governor is member ex-officio.

### **BATTLESHIP "NEW YORK" SILVER SERVICE COMMISSION**

A commission appointed by the Legislature and consisting of the Governor, the president of the Senate and the speaker of the Assembly; are directed to purchase and suitably engrave and inscribe a silver service set to be presented to the battleship "New York," and to arrange for the ceremonies in connection with such presentation.

### **TREATY OF GHENT COMMISSION**

The commission is directed to form and execute a plan for the celebration of the one hundredth anniversary of the Treaty of Ghent. The board consists of fifteen commissioners who serve without compensation, and who are appointed, five by the Governor, five by the president of the Senate and five by the speaker of the Assembly.

# INDEX

TITLE	PAGE
Administrative Functions .....	29
Advisory Board for the Promotion of Agriculture.....	390
Agricultural Functions .....	297
Agriculture, Department of.....	299
Agriculture, Schools of. See specific name of.	
Agricultural and Industrial School (Industry).....	430
Agricultural Experiment Station, New York State, at Geneva.....	343
Albion, Western House of Refuge for Women.....	440
Alfred University, New York State School of Clay Working and Ceramics at.....	399
Alfred University, New York State School of Agriculture at.....	337
Alien Insane, Commission on Federal Legislation for the.....	19
Appeals, Court of.....	37
Appellate Division (Supreme Court).....	92
Architecture, Department of.....	671
Armory Commission .....	295
Assembly .....	9
Asylum for Feeble-Minded Women, Custodial (Newark).....	462
Asylum, Rome Custodial (Rome).....	467
Athletic Commission, New York State.....	286
Attorney-General, Department of.....	63
Auburn, State Prison for Men.....	526
Auburn, State Prison for Women.....	530
Banking Department .....	101
Batavia, School for Blind.....	486
Bath, Soldiers and Sailors' Home.....	497
Battleship "New York" Silver Service Commission.....	762
Bedford, Reformatory for Women.....	444
Binghamton State Hospital.....	502
Blind, Commission for the.....	403
Blind, School for, Batavia.....	486
Boards — See specific name of.	
Bridge and Tunnel Commission, New York.....	19
Bronx Parkway Commission.....	723
Buffalo State Hospital.....	586
Buildings, Commission on Sites, Grounds and.....	418
Building Improvement Commission.....	417
Canal Board .....	669
Canal Fund, Commissioners of the.....	669
Canal Lands, Special Examiner and Appraiser of.....	670
Canvassers, State Board of.....	252
Celebrative and Commemorative.....	755
Central Islip State Hospital.....	638
Charitable Institutions, Joint Purchasing Committee of.....	418
Charities, Fiscal Supervisor of State.....	407
Charities, State Board of Public.....	411

TITLE	PAGE
Civil Service Commission, State.....	71
Claims, Board of, State of New York.....	97
Classification Commission, Salary.....	417
Classification, State Board of.....	516
Clay Working and Ceramics, State School of, at Alfred University.....	399
Clinton House (Poughkeepsie).....	745
Clinton State Prison.....	533
College of Agriculture at Cornell University, State.....	327
College of Forestry at Syracuse University, New York State.....	354
Commissioners — See specific name of.	
Compensation Commission, State Workmen's.....	269
Comptroller, State .....	45
Conservation and Custodianship.....	725
Conservation Department .....	727
Constitutional Convention Commission.....	17
Cornell University, State College of Agriculture at.....	327
Cornell University, State Veterinary College at.....	357
Court of Appeals.....	97
Craig Colony for Epileptics (Sonyea).....	475
Criminals and Other Defectives, Board of Examiners of Feeble-Minded.....	416
Crippled and Deformed Children, Hospital for Care of (West Haverstraw).....	483
Crown Point Reservation.....	745
Curtis Monument Commission.....	761
Custodial Asylum, Rome.....	457
Dannemora State Hospital for Insane Convicts.....	543
Defensive Functions .....	287
Delhi, State School of Agriculture and Domestic Science at.....	352
Delinquents, Defectives and Dependents, Care of.....	405
Departments — See specific name of.	
Education Department .....	365
Educational Functions .....	363
Efficiency and Economy, Department of.....	75
Elections, State Superintendents of.....	253
Elmira Reformatory .....	421
Embalming Examiners, State Board of.....	402
Engineer and Surveyor, State.....	651
Epileptics, Craig Colony for (Sonyea).....	475
Equalization, State Board of.....	284
Estimate, Board of.....	15
Examiner and Appraiser of Canal Lands, Special.....	670
Examiners of Feeble-Minded Criminals and Other Defectives, Board of.....	416
Excise, Department of.....	125
Executive Department .....	25
Executive Functions .....	23
Factory Investigating Commission, New York State.....	21
Fair Commission, State.....	317
Farm Colony, Industrial (Green Haven).....	452
Farm for Women, State (Valatie).....	54
Federal Legislation for the Alien Insane, Commission on.....	1
Feeble-Minded Children, Syracuse State Institution for (Syracuse).....	469
Feeble-Minded Criminals and Other Defectives, Board of Examiners of.....	416
Feeble-Minded Women, Custodial Asylum for (Newark).....	462

# INDEX

765

TITLE	PAGE
Fire Island State Park.....	749
Fire Marshal, Department of State.....	249
Fiscal Supervisor of State Charities.....	405
Forestry, New York State College of, at Syracuse University.....	354
General Herkimer House, Town of Danube.....	744
Geneva, New York State Agricultural Experiment Station at.....	343
Geographic Names, State Board of.....	402
Gowanda State Homeopathic Hospital.....	610
Grant Cottage .....	744
Great Meadow Prison.....	337
Green Haven, Industrial Farm Colony.....	452
Grounds and Buildings, Commission on Sites.....	418
Harbor Masters .....	284
Health Officer of the Port of New York.....	144
Health, State Department of.....	133
Highways, Department of.....	690
Home, Women's Relief Corps (Oxford).....	504
Home, Soldiers and Sailors' (Bath).....	497
Hospital for Care of Crippled and Deformed Children (West Haverstraw).....	483
Hospital for Treatment of Incipient Pulmonary Tuberculosis (Ray Brook).....	490
Hospitals — See specific name of.	
Hospitals for the Insane.....	553
Hospital Commission, State.....	555
House of Refuge for Women, Western (Albion).....	440
Housing in Cities of the Second Class, Commission to Investigate.....	19
Hudson River State Hospital.....	573
Hudson, Training School for Girls.....	448
Index Session Laws, Commissioner to.....	16
Indian Affairs — See Commissioners of the Land Office.....	741
Industrial Farm Colony (Green Haven).....	452
Industry, Agricultural and Industrial School.....	430
Insane Convicts, Dannemora State Hospital for.....	343
Insane Criminals, Matteawan State Hospital for.....	547
Institute for Study of Malignant Diseases.....	279
Institutions — See specific name of.	
Insurance Department .....	109
Irish Brigade's Monument Commission.....	761
Iroquois, Thomas Indian School.....	507
John Boyd Thacher Park.....	743
Johnson Mansion, The Sir William (Johnstown).....	746
Joint Purchasing Committee of Charitable Institutions.....	418
Judicial Functions .....	85
Juvenile Delinquents in the City of New York, Society for the Reformation of (Randall's Island) .....	435
Ketchum Memorial Commission.....	761
Kings Park State Hospital.....	620
Labor, Department of .....	229
Lake George Battleground Park.....	744
Land Office, Commissioners of the.....	741
Law Examiners, State Board of.....	402
Legislation in the United States, Commission for the Promotion of Uniformity of.....	16
Legislative Functions .....	1

TITLE	PAGE
Legislature .....	3
Letchworth Park .....	743
Letchworth Village (Thiells) .....	466
Long Island State Hospital .....	626
Long Island, State School of Agriculture on .....	349
Malignant Diseases, Institute for Study of .....	279
Manhattan State Hospital .....	631
Matteawan State Hospital for Insane Criminals .....	547
Mentally Deficient, Commission to Investigate Provision for the .....	552
Middletown State Homeopathic Hospital .....	589
Militia, New York State .....	288
Miscellaneous Reporter .....	97
Misdemeanants, Reformatory for (not yet located) .....	454
Mohansic State Hospital .....	616
Monument Commission for the Battlefields of Gettysburg, Chattanooga and Antietam ..	760
Morrisville, New York State School of Agriculture at .....	323
Napanoch, Eastern New York Reformatory .....	427
Nautical School, New York State .....	396
Newark, Custodial Asylum for Feeble-Minded Women .....	462
Newtown Battlefield Reservation Commission .....	747
New York-American Veterinary College .....	360
Niagara Falls, State Reservation at .....	747
Oxford, Women's Relief Corps Home .....	504
Palisades Interstate Park Commission .....	751
Panama-Pacific Exposition Commission .....	757
Parole for State Prisons, Board of .....	515
Perry's Victory Centennial Commission .....	762
Philipse Manor Hall at Yonkers .....	745
Port Conditions and Pier Extensions in New York Harbor, Commission to Investigate ..	18
Port Wardens, State Board of .....	285
Printing Board, State .....	58
Prison for Women, State (Auburn) .....	530
Prisons, State Commission of .....	513
Prisons, Superintendent of State .....	517
Prisons — See specific name of.	
Probation Commission, State .....	551
Promotion of Agriculture, Advisory Board for the .....	360
Promotion of Uniformity of Legislation in the United States, Commission for the .....	16
Provision for the Mentally Deficient, Commission to Investigate .....	552
Psychiatric Institute .....	645
Public Buildings, Department of .....	717
Public Charities, State Board of .....	411
Public Lands — See Commissioners of the Land Office .....	741
Public Service Commission — First District .....	153
Public Service Commission — Second District .....	215
Public Works, Department of .....	679
Public Works Functions .....	649
Purchasing Committee of Charitable Institutions, Joint .....	418
Racing Commission, State .....	286
Randall's Island, Society for Reformation of Juvenile Delinquents in the City of New York .....	435
Ray Brook, Hospital for Treatment of Incipient Pulmonary Tuberculosis .....	490

# INDEX

767

TITLE	PAGE
Reformatories — See specific name of.	
Reformatory (Elmira) .....	421
Reformatory, Eastern New York (Napanoch) .....	427
Reformatory for Misdemeanants (not yet located) .....	454
Reformatory for Women (Bedford) .....	444
Regulative Functions .....	99
Reporters — See specific name of.	
Retirement for State Hospital Employees, Board of .....	647
Revise and Codify Tax Law, Commission to .....	17
Rochester State Hospital .....	604
Rome Custodial Asylum (Rome) .....	457
Salary Classification Commission .....	417
Saratoga Monument .....	746
Saratoga Springs State Reservation .....	747
Schoharie State School of Agriculture .....	361
School, Agricultural and Industrial (Industry) .....	430
School, State Nautical .....	396
School, Thomas Indian (Iroquois) .....	507
School for Blind (Batavia) .....	486
School for Boys, Training (Yorktown Heights) .....	452
School for Girls, Training (Hudson) .....	448
School of Agriculture at Alfred University, New York State .....	337
School of Agriculture and Domestic Science at Delhi, State .....	352
School of Agriculture on Long Island, State .....	349
School of Agriculture at Morrisville, New York State .....	323
School of Agriculture, Schoharie State .....	361
School of Agriculture of St. Lawrence University, New York State .....	341
School of Clay Working and Ceramics at Alfred University, New York State .....	399
Schuyler Mansion, The .....	750
Secretary of State .....	31
Senate .....	5
Session Laws, Commissioner to Index .....	16
Sing Sing State Prison .....	521
Sites, Grounds and Buildings, Commission on .....	413
Society for Reformation of Juvenile Delinquents in the City of New York (Randall's Island) .....	435
Soldiers and Sailors' Home (Bath) .....	497
Sonyea, Craig Colony for Epileptics .....	475
Special Examiner and Appraiser of Canal Lands .....	670
State Fair Commission .....	317
State Reporter .....	95
Statutory Consolidation, Board of .....	15
St. Lawrence State Hospital .....	598
St. Lawrence University, New York State School of Agriculture of .....	341
Stony Point Battlefield State Reservation .....	746
Superintendents of Elections, State .....	253
Superintendent of State Prisons .....	517
Superintendent of Weights and Measures, State .....	283
Supreme Court, Appellate Division .....	92
Supreme Court (Exclusive of Appellate Division) .....	89
Supreme Court Reporter .....	95
Syracuse University, New York State College of Forestry at .....	354



TITLE	PAGE
Syracuse State Institution for Feeble-Minded Children (Syracuse).....	249
Tax Commissioners, Board of .....	263
Tax Law, Commission to Revise and Codify.....	17
Thiells (Letchworth Village).....	466
Thomas Indian School (Iroquois).....	507
Training School for Boys (Yorktown Heights).....	452
Training School for Girls (Hudson) .....	448
Treasurer, State .....	61
Treaty of Ghent Commission.....	762
Trustees of Public Buildings.....	717
Tuberculosis, Hospital for Treatment of Incipient Pulmonary Tuberculosis (Ray Brook) .....	490
Twenty-fifth New York Volunteer Cavalry Monument Committee.....	780
Uniformity of Legislation in the United States, Commission for the Promotion of.....	16
Utica State Hospital .....	561
Valatie, State Farm for Women.....	540
Veterinary College at Cornell University, State.....	357
Veterinary College, New York-American .....	360
Voting Machine Commission .....	252
Washington's Headquarters at Newburgh.....	750
Watkins Glen Reservation .....	749
Weights and Measures, State Superintendent of.....	283
Western House of Refuge for Women (Albion).....	440
West Haverstraw Hospital for Care of Crippled and Deformed Children.....	483
Willard State Hospital .....	567
Women's Relief Corps Home (Oxford).....	504
Workmen's Compensation Commission .....	269
Yorktown Heights, Training School for Boys.....	452

MAR 10 1916

